

Admission to School Information for Parents

2026-2027



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

This booklet is published by Carmarthenshire County Council and contains the information that the Council is required to publish under Section 92 of the School Standards and Framework Act and the School Information (Wales) Regulations 2011.

Dear Parents and Guardians,

Welcome to Carmarthenshire, where every child and young person's learning journey is our shared priority. As a local authority we are proud to offer a safe, nurturing, and inclusive environment where every learner is encouraged to flourish, explore their interests, and reach their full potential. Our vision as an Education Service is that we will support all of our learners ensuring that they are happy, safe, thriving, and fulfilling their personal, social and learning potential.

We work diligently to provide the highest possible quality education in order to develop-

- Ambitious, capable learners, ready to learn throughout their lives.
- Healthy, confident individuals, ready to lead fulfilling lives as valued members of society.
- Enterprising, creative contributors, ready to play a full part in life and work.
- Ethical, informed citizens of Wales and the world.

Estyn inspected our Education Services in July 2023. The comprehensive report, which is available on the [Estyn Website](#) identified a range of strengths and confirmed that we provide high quality services to meet the needs of Carmarthenshire's learners. The importance and appropriateness of our 10-year Strategy ([Education Sir Gâr 2022-2032](#)) to establish sustainable education services, giving very robust consideration to the principles set out in the Well-being of Future Generations (Wales) Act 2015, was also commended.

Our commitment is to provide an engaging curriculum that reflects Carmarthenshire and Wales's rich culture, language, and heritage while fostering global awareness and critical thinking. We strive to develop confident, curious, and compassionate learners who are well-prepared for the future.

Our aim is that all learners are given opportunities to become bilingual or multilingual. The Welsh language belongs to us all and our vision is to further expand bilingual education within Carmarthenshire enabling our learners to become bilingual citizens and to be better equipped for employment opportunities in the future. This is in line with the Welsh Language and Education (Wales) Act 2025 which aims to strengthen the role of the Welsh language in education and give children and young people a better chance to become Welsh speakers.

I hope this document will be of help to parents/carers of children beginning school for the first time, and for parents/carers of children moving into the area. We appreciate that choosing a school is a big decision and this guidance aims to support you in that process and includes:

- general information on our schools
- advice on how and when you need to make an application for a school place.
- the process of awarding places and
- a range of policies such as school transport which may be relevant to your circumstances.

Before finalising your choice, we advise you to contact and visit the schools in your area to discuss with them the provision available and your individual circumstances. Information will also be available on the individual school websites and in their prospectuses.

We believe education is a partnership between the school, families, and the wider community. Together, we can ensure your child not only achieves academic success but also grows socially, emotionally, and personally. Please be aware that admission to your preferred school isn't guaranteed. There are strict limits on the number of pupils that can be admitted to each 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 in this booklet, used to priorities the award of the places available. To avoid disappointment and maximize the chance of obtaining a place at your preferred school, please ensure you submit your application by the specified closing date.

Thank you for considering a Carmarthenshire school for your child's education. We look forward to welcoming your child to one of our schools and wish them every success.

Owain Lloyd - Director of Education, Children and Family Services

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Section A – Admissions to Carmarthenshire Schools

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 group. 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 accept the place by the date specified or the offer of a place will be withdrawn and the place offered to another pupil.

1. Admissions Authorities

The admission of children to school is controlled by an admission authority.

Community and Voluntary Controlled Schools in Carmarthenshire

Carmarthenshire County Council is the Admission Authority for **Community schools** and **Voluntary Controlled schools** within Carmarthenshire.

The contact details for Carmarthenshire County Council are as follows:

Department for Education and Children

County Hall

Carmarthen

SA31 1JP

Tel: 01267 246449

E-mail: admissions@carmarthenshire.gov.uk

Voluntary Aided Schools in Carmarthenshire

Voluntary Aided/Faith schools undertake their own admissions.

From the 2026/27 academic year, a coordinated admission arrangement will be implemented for all schools located within Carmarthenshire. All applications for Voluntary Aided (VA) schools will be made through the Council's online application system, along with Community and Voluntary Controlled schools. The admissions criteria will be determined and set by each individual VA school. Carmarthenshire County Council will assist in the application process and issue any decision made by the individual VA school to parents. The Appeals process will remain with the individual VA schools.

Enquires regarding voluntary aided church schools should be made to:

Church in Wales Schools

Rev'd Canon John Cecil, Diocesan Director of Education, The Vicarage, Steynton, Milford Haven, Pembrokeshire, SA73 1AW

Tel No: 01646 692974 or **07582613940**

Email: JohnCecil@cinw.org.uk

Catholic Schools

Mr Paul White, Diocesan Director of Education, Diocesan Education Office, Curial Office, 27 Convent Street, Greenhill, Swansea, SA1 2BX

Tel No: 01792 652757 **Fax No:** 01792 458641

Email: education@menevia.org.uk

Neighbouring Local Education Authorities

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

SWANSEA - Director of Education, City and County of Swansea, Guild Hall, Swansea, SA1 4PE

Tel: **01792 637521**

CEREDIGION - Corporate Lead Officer for Lifelong and Learning and Chief Education Officer, Ceredigion County Council, Canolfan Rheidol, Rhodfa Padarn, Llanbadarn Fawr, Aberystwyth, SY23 3UE

Tel: **01970 633656**

NEATH PORT TALBOT - Director of Education, Leisure and Lifelong Learning, Neath Port Talbot County Borough Council, Civic Centre, Port Talbot, SA13 1PJ

Tel: **01639 686868**

POWYS- Director of Education & Children Powys County Council, Powys County Hall, Spa Road East, Llandrindod Wells, LD1 5LG

Tel: **01597 826422**

PEMBROKESHIRE - Director of Education, Pembrokeshire County Council, County Hall, Haverfordwest, SA61 1TP

Tel: **01437 764551**

Normal Admissions Arrangements for the Academic Year 2026 – 2027

This part of the document explains the procedures for the Normal (usual) point of admission to Nursery, Primary and Secondary schools and sixth form arrangements for the academic year 2026 -2027

Key Summary - For all Carmarthenshire Schools By law

Parents/Guardians must make an application to the Authority for a place.

- **Closing dates** for applications are set in the **Admissions Application Timetable** detailed at the end of this document.
- Applications must be made by the **deadlines**.
- There is **no automatic transfer** from Nursery to Primary School.
- There is **no automatic transfer** from Primary to Secondary School.
- Applications received after the deadlines are unlikely to get a preferred school place.
- There are specific Oversubscription Criteria used when allocating a school place.
- The nursery or primary school a pupil attends is **not a factor when places are allocated**. The home address is the main factor in the school application process
- It is **not possible for any person or school to guarantee**, in advance, a place for a child at a school. Any such comments or assurances must be disregarded.
- **An email will be sent from the Authority** advising if the application has been successful or refused.
- **A child cannot start at a school until the parent/guardian has confirmed the place with the Authority.**

2. When to Apply

Normal Admissions Application Timetable					
Provision	Date of Birth Range	Starting School Term	Application Closing date	Notification date	Appeals Closing date
3 Year old Nursery Education (Part-time only at 3- 11 Schools)	1 st September 2023 to 31 st August 2024	January, April, September 2027	31 st July 2026	October 2026	No Right of Appeal
4 Year old Education 4-11 (Full-time)	1 st September 2022 to 31 st August 2023	January 2027 April 2027 September 2027	31 st January 2026	16 th April 2026 or next working day	14 th May 2026
Secondary Education (Moving from Primary to Secondary School)	1 st September 2014 to 31 st August 2015	September 2026	28 th November 2025	1 st March 2026 or next working day	30 th March 2026

Early Applications

Please note that early applications cannot be used as a basis for giving priority in allocating places. All applications received up to the closing date are treated equally.

Late Applications

Applications received after the application closing deadline will not be considered until those received before the deadline have been awarded. Applications received after the closing date are less likely to be awarded a place at the preferred school parents applied for.

3. At what age can children start Primary school?

Early Years – 3-Year-Old Provision

What is Early Years?

Early Years education is a non-statutory provision available to 3-year-olds. An application for admission to provision within a school must be made to Carmarthenshire schools i. and ii. below i by the closing date.

- See Admissions 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 Primary Schools (3-11 age schools)
- iii. Provision by the non-maintained sector who are partners in the Early Entitlement Group, such as Early Years Wales, Mudiad Meithrin (MM) 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 3 rd Birthday	Admission Term	Parents / guardians do not have a right to appeal if a place is not offered at an Early Years setting of their choice.
1 September – 31 December	Spring Term	
1 January – 31 March	Summer Term	
1 April – 31 August	Autumn Term	

**DEADLINE FOR APPLICATIONS
FOR PART-TIME NURSERY PLACE IS THE
31st July 2026**

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 timetable.

If there are more applications than places available, 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, full-time learners can be admitted to primary schools in the school term following their fourth birthday as a result of the decision to remove the rising 4s policy.

Please see Admissions Application Timetable for start dates and application closing date based on date of birth.

Child's 4th Birthday	Admission Term
1 September – 31 December	Spring Term
1 January – 31 March	Summer Term
1 April – 31 August	Autumn Term

**DEADLINE FOR APPLICATIONS
FOR FULL-TIME PRIMARY PLACE is the
31st January 2026**

The Nursery school and Early years provider which the pupil is attending is not a factor which is considered when allocating places. Applications are based on a pupil's home address.

If there are more applications than places available, the Authority will prioritise applications in accordance with its over-subscription criteria as detailed in this document.

All applications received after the prescribed closing date will not be considered until those received before the deadline date have been allocated places. These will be considered as Late Applications as detailed in this document.

In accordance with the School Standards and Framework Act 1998, a limit of 30 pupils per qualified teacher is placed on Reception, Year 1 and Year 2 classes. This is known as Infant Class Size Legislation.

Legal requirement to start school - Term Following 5th Birthday

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

Child's 5 th Birthday	Admission Term	Applications received after the application closing deadline will not be considered until those received before the deadline have been awarded.
1 April – 31 August	Autumn Term	
1 September – 31 December	Spring Term	
1 January – 31 March	Summer Term	

A parent may defer the admission of a child to school until the beginning of the term following the child's fifth birthday as long as that date is in the same school year for which they applied.

4. Admission to secondary schools and sixth form

Key Summary

- There is no automatic transfer from primary to secondary school.
- By law you must make an application to the Admissions Authority for a place.
- The pupil's home address is used as the basis for admission to a secondary school, 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 receive an email from the Admissions Authority informing you if your application has been successful or refused.
- A child cannot start at a secondary school until the parent/guardian has accepted the place with the Admissions Authority.
- Read the Transport to school policy before making your final choice of school
- Deadline for submitting an application is the **28th November 2025**.

Primary school children are required to start at a secondary school in the September following their 11th birthday. It is a requirement that a parent/guardian must complete an online application for secondary school for their child by the prescribed **closing date as set in the Admissions Application Timetable**.

Any applications received **after** the prescribed **closing date** will not be considered until those received before the deadline date have been allocated places. These will be considered as **Late Applications** as detailed in this document.

If there are more applications than places available, the Authority will prioritise applications in accordance with its over-subscription criteria as detailed in this document.

The primary school which the pupil is attending is not a factor which is considered when places are allocated.

Application forms must be completed online by the prescribed closing date.

If the form is not submitted by the deadline, the chances of getting a place at your preferred school are reduced. Missing the application deadline can also affect your child's chance of having free transport to school.

It is our intention to issue decision letters in respect of these applications received by the deadline by the offer date **set in the Admissions Application Timetable**.

APPLICATION DEADLINE FOR A SECONDARY SCHOOL PLACE IS 28TH NOVEMBER 2025

As part of the application process, parents of children in their last year in primary school will receive an email from the Authority. Applications must be made online. It is important that you complete the online form by the deadline date as these applications will be considered first for any places available. Any applications received after the closing date will not be considered until those received before the deadline date have been allocated places. Living within the designated catchment area of a secondary school does not guarantee your child a place at that school. However, the admission criteria give a higher priority to applications from pupils who live within the catchment area. The primary school which your child attends is **not** a factor in the application process.

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 Primary School to Secondary School.

Forms must be completed and submitted by **28th November 2025**. If the form is not submitted by the closing date, the chances of getting a place at your preferred school are reduced. It is our intention to send decision letters by email for applications made on time on 1 March 2026 or the next working day.

Parents 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 therefore be discussed with the individual school prior to submitting an application for admission.

5. Choosing a School and Catchment Areas

Key Summary

- Every school has a designated catchment area.
- If the pupil lives within the designated catchment area of a school, they 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 live 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 school.
- Parents can state a preference for a school which is not the designated catchment area school. In such cases, admission depends on the school's admission number not being exceeded and the correct procedures being followed.
- When a pupil moves from primary to secondary school, eligibility for admission to that school and also for free home-to-school transport will be based on the **pupil's home address, NOT** the primary school attended.

Local / Catchment Area School

The Authority recognises that there is an important relationship between a school and its community. The Authority has therefore 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 or from the relevant Admissions Authority.

Living in a school's catchment area does not guarantee admission to the school. However, it is an important factor as it will give the application a higher priority than applications from pupils who live outside the catchment area. It 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.

Before making an application for admission to a school, the Authority strongly recommends that you contact, discuss and, if possible, visit your local school so that you are aware of the facilities and opportunities they can 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/guardian.

Parents indicate that this can be a particular problem if they 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 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 Admission Number or AN refers to the number of pupils who can be admitted to a particular year group in a school. The Admission Number for each school is provided in the Schedule of Schools in the final section 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 -

- Pupils with Individual Development Plans naming a particular school (IDPs)
- Pupils below compulsory school age
- Pupils who have been re-instated, or who would have been re-instated had it been practical to do so
- Looked-after children

Meeting Additional Educational Needs

Some children have additional 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 (EHE). 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 seek guidance from the Elective Home Education Officer on 01554 742369 or email EHEenquiries@carmarthenshire.gov.uk

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. How to Apply

Key Summary

- Parents are encouraged to visit the school of their choice before applying. Once the parent/guardian has decided on the school they wish their child/children to attend it is a requirement for them to submit an application to [Carmarthenshire School Admissions](#)
- It is recommended that you apply for 3 schools to increase the chance of getting a place at the school of your choice.
- For **all** schools (Community, Voluntary Controlled and Voluntary Aided [Faith] schools) applications should be made online at [Carmarthenshire School Admissions](#)
- Public computers with internet access are available at Council Hwbs or libraries

A Community or Voluntary Controlled Primary School cannot authorise the admission of a pupil. They can only help with the application form.

Completing the application form

Parental/Guardian Responsibility

The person completing the application form must ensure they have parental responsibility for the child in question and agreement of all people with parental responsibility. If it is not possible to reach a mutual agreement, a court order is required to confirm that the application can be processed. The applicant will be required to tick a box on the online application form to confirm parental agreement. Where there is a disagreement or objection, the application will be placed on hold until the matter is resolved between the parents, or a court order is received stating if an application can be made.

Parental Preference - School Choices

You can apply online for a place in a maximum of three schools. It is recommended that you apply for 3 schools to increase the chance of getting a place at a school of your choice.

If you choose to apply for 2 or 3 schools, you must rank them as 1st, 2nd and 3rd choice

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

If your 1st choice is refused, your 2nd choice will then be treated as if it were your 1st choice. This will continue until a place is offered or until all 3 choices are processed

You should contact admissions@carmarthenshire.gov.uk to discuss an alternative school place if all choices have been unsuccessful.

If multiple applications are received, they are automatically processed in the order they are received. The earliest application will remain as the 1st, 2nd and 3rd choices, and the later application will become the 4th, 5th and 6th choices, and so on.

Changing or cancelling preferred school choices

If you apply for more than one school and later change your mind about the order of your choices, please email admissions@carmarthenshire.gov.uk to tell them about the changes. **Please note that changes made after the published closing dates will be treated as late applications.**

Language preference –Bilingual Schools

The admitting authority does not offer a place in a particular language stream.

If a school offers more than one language stream, you can express a **preference** for your preferred language stream on the application form. However, the admitting authority does not offer a place in a particular language stream, only a place in the relevant year group at that school. You should discuss your language stream preference with the school after a place is offered.

Home Address

A pupil's home address is considered to be a residential property, dwelling or residential building, not including any land attached to it, that is the child's only or main residency. 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 has the right to ask for proof of address when offering a school place. To be considered in the normal admissions round, you may need to provide proof that you live at the address stated on your application form in line with the Admissions Application Timetable.

You can provide any two of the following documents to confirm your address:

- An original Authority Tax or Housing Benefit bill or notification letter being not more than 12 months old.
- An original utility bill (not more than 3 months old).
- 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**).
- A signed and dated tenancy/lease agreement of at least six months duration but with not less than one month duration remaining.
- Original credit card or bank statement showing the address (not more than two months old).
- 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.
- 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 based on an address that is later found to be different from a child's normal and permanent address, 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 / 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:

- A solicitor's letter confirming the completion date of your house purchase (exchange of contract is not sufficient) evidence of completion must be provided prior to the offer of a school place being made.
- A signed and dated tenancy agreement for at least 6 months, see proof of address. If you cannot provide proof of address by the closing date, then your application will be based on your current address. If you are moving

address after the offer day, your application will be treated as late, as places will have already been allocated.

Temporary Address

Temporary address will only be considered in limited circumstances such as:

- Refugees recently moved into the County housed in hotels or temporary accommodation provided by or agreed by the Home Office or through official channels.
- Documentation proving that the family has been provided with emergency accommodation.
- Proof that the previous house “family home” has been relinquished.

Evidence of Address

Only a pupil's usual address should be used when applying for a school place. Use of a different address to gain an advantage for a school place may be seen as fraudulent and could result in an application not being processed or the place being withdrawn.

Examples of fraudulent applications could include but are not limited to:

- Using a grandparent's or other family member's address for the application.
- Using other properties that are owned by the parents but not used as the main home address; evidence may be requested of use of other properties.
- Applying from a relative's address but keeping your previous property.
- Rental agreements less than 6 months' duration.
- Living at a temporary address whilst construction work is carried out at the “home address”.

Use of a false address to gain an advantage for a school place may result in an application not being processed, or a place being withdrawn. In such cases, parents may be asked to submit a new application with the correct address. Failure to provide evidence of the home address when requested may result in the application not being processed or may impact the priority of the application under consideration.

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 that the child lives at for the majority of the week. Where there is 50/50 residency it will be the address of the parent who is in receipt of Child Benefit. Parents may be requested to supply documentary evidence to support the address used when offering a place. Where any changes are made to the recipient of the child benefit after evidence is requested the application will be classed as a late application.

Additional Learning needs (ALN)

Parents must note if a pupil has any Additional Learning Needs on the application form when asked. This information will help schools plan ahead to put provision in place for pupils should they be admitted to the school. The ALN department will be asked to verify these applications.

Gypsy and Traveller Children

The Authority is obliged, by statute, to ensure that all children of compulsory school age receive education that is appropriate to their age, abilities and any Special Educational Needs, and promotes high standards in the provision of education and the welfare of children. These obligations apply to all children whether or not they are permanent residents in the area. 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.

7. Awarding Places – Oversubscription Criteria

Oversubscription 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 enrolled in 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 enrolled in 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 enrolled in 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 enrolled in the school at the time the child is to start at that school.

N.B Where there is an Individual Development Plan (IDP) 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.

For full-time 4-year-old primary school applications

The 3-year-old part-time nursery or early years provision allocated cannot be used as a criterion for giving priority in allocating full-time 4-year-old primary school places.

For Year 7 secondary applications

The primary school a pupil attends cannot be used as a criterion for giving priority in allocating a secondary school place.

Notes

Within each of the above categories.

Distance Criteria

The distance from home to the school will be used as a basis 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 using Google Maps.

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 as measured by Google Maps.

Siblings

Children will be classified as siblings if they are: a full brother or sister (children who have two parents in common), a half brother or sister (children who have one parent in common), an adopted or fostered brother or sister, a step brother or sister (children who are related because their parents are married, co-habiting or in a civil partnership), but in every case the children must be living in the same family unit at the same address for the majority of the week. Where there is 50/50 residency it is the address of the parent/carer guardian in receipt of Child Benefit which is used to process the application and the sibling must be enrolled and attending the school when your child is due to start school. The Authority reserves the right to request evidence if required. Failure to provide evidence when asked will result in your application being ranked as having no sibling at school.

Multiple Birth Children

In any circumstances in which there is one place available, and the next eligible children are twins/triplets then the Local Authority 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 Schedule of Schools in the final section of 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 to 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. If the number of applications received for admission to a school exceed the AN, the Authority will prioritise the applications it has received in accordance with the oversubscription 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 Local Authority must always keep the AN under review.

Other Admissions Arrangements

A bilingual Carmarthenshire - Learning through the medium of Welsh

Parents may express a preference for a particular language school. However, Carmarthenshire County Council is committed to further developing its bilingual education system in line with the 2022-2032 Welsh in Education Strategic Plan. We strongly believe that being bilingual or multilingual is an advantage for our children and young people. Considerations have been made for pupils that may move into the County with very little or no Welsh language. Pupils of all ages can access support for Welsh provision in Carmarthenshire. More details can be found at [Bilingual education \(gov.wales\)](https://gov.wales/bilingual-education).

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.

8. Moving / Changing Schools outside the normal admissions arrangements (Mid/in Year Transfers)

Where applications fall outside of the normal admission arrangements as seen in part 2, applications are processed in line with the following arrangements.

Changing schools requires serious consideration and should be fully discussed with the Headteacher of a child's present school in the first instance. The parent/guardian needs to consider if moving school is in the child's best interests. The Department for Education and Children will also provide advice if required.

If a parent/guardian decides to transfer a child from one school to another, the online admission application form must be completed via www.carmarthenshire.gov.wales/schooladmissions

It is not always possible to offer pupils a place in a year group at a school outside the normal admissions round, as all available places may have already been allocated to pupils at an earlier time (i.e. earlier requests to move school for the academic year/previous academic years, or during the normal admissions round).

Moving into a school's catchment area does not guarantee a place at a school. Having a sibling being offered or admitted to a school does not guarantee a school place for other siblings.

Where there are multiple children from one household requesting a move to a school, it may not be possible to offer a school place to all of the children in the same school if some year groups are already over its AN.

Applications received prior to a new Academic Year which the application is for will be processed in the Summer Term before the Academic Year starts. All

places are kept open for 1 term only. Applications received during the Academic Year should be assessed and parents/guardian notified of a decision within 15 school days or 28 calendar days (whichever is soonest) if the application has been successful or not. All applications are processed in accordance with the Welsh Government Admissions Code.

Applications for Children identified as either Looked After Children and previously Looked After Children, Statemented, or with an Individual Development Plan will need to be verified before processing.

Once a place has been accepted, the place will normally be held for one school term before being withdrawn and reallocated, provided the start date is within the same academic year applied for.

Applications will be considered in accordance with the admission procedures and policies detailed in this document. If there are more applications than places available, the Authority will prioritise applications in accordance with its oversubscription criteria as detailed in this document.

If parents are unsuccessful in obtaining a place for their child at their preferred school, they will be notified by email of the reason(s) why a place has not been offered. The decision email will also state their right to appeal against that decision and the process of how to appeal and the closing date to appeal.

More information on the appeals process is detailed in this document.

Waiting lists for applications outside of the normal admissions arrangements

Where it has not been possible to admit a pupil to a preferred school choice due to oversubscription, parents must inform the Authority by email admissions@carmarthenshire.gov.uk if they wish for their child's name to be placed on the waiting list. The waiting list will be retained until the last school day of the academic year for which they applied.

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' oversubscription criteria outlined in this booklet. There is a specific process for considering such applications which will involve assessment by the Authority of the individual circumstances of each case. It is not an automatic process.

9. Notification of Offer of a Place at a School

Parents will be advised by e-mail confirming, or otherwise, that a place is available at the school and offering them the opportunity of accepting the place in line with the admissions arrangements set in the Admissions Application Timetable as detailed in this document.

A parent must accept the offer email to secure a place in school. If a Parent does not respond by the date on the email, **the place may be withdrawn and the place offered to another pupil.**

Applicants for admission outside of the normal admissions arrangements will be notified usually within 15 school days or 28 calendar days, whichever is soonest from receipt of application.

Waiting List

Where it has not been possible to admit a pupil to a school due to oversubscription, parents must inform the Authority by e-mail if they wish their child's name to be placed on the waiting list which will be retained until the last school day of the Academic Year for which they applied. Should vacancies become available they will be awarded in accordance with the oversubscription criteria outlined rather than the amount of time the application has been on the waiting list.

Pupils on the waiting list will only be considered for a school place if the number of places allocated/on roll in the relevant year group drops below the admission number for the school. If any vacancies become available, all new and late applications received at that time will be considered for the vacancies along with those on the waiting list. Any available places will be allocated in accordance with the oversubscription criteria. Applications on the waiting list for the normal admissions arrangements will be reviewed on a monthly basis after the notification of decision date as set in the Admissions Application Timetable as detailed in this document.

Parents/guardians can appeal a decision while on the waiting list for multiple schools.

Withdrawing the Offer of a Place

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

- 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

- the offer of a place has not been accepted by the dates on the letter/email. The Authority may then withdraw the offer and the place may be given to another child.
- a place at another school is confirmed by a parent/guardian.
- if a pupil has not started at a school at the end of the school term in which they were due to start in accordance with the Authority policy.

10. Appeals Regarding Admission of Pupils to Community / Voluntary Controlled Primary or Secondary Schools

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

For Community Schools 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 if you are refused admission to Nursery School or Nursery classes in 3 to 11 primary schools,

Appeals will be heard individually or as a group if there is more than one appeal for the same school, except when the body or bodies responsible for making appeal arrangements direct otherwise. Parents will be afforded an opportunity of presenting their case in private either directly or with the assistance of their chosen representative. All supporting evidence must be submitted to the panel by the appeal hearing date otherwise the panel may not consider this. The panel will not be able to consider any additional information or evidence provided following the hearing.

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 refusal of a place at a Community or Voluntary Controlled School must be submitted by the appeals e-form www.carmarthenshire.gov.wales/schooladmissions

The appeals must be submitted by the deadlines noted on the decision email or as set in the Admissions Application Timetable as detailed in this document.

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 an IDP naming a particular school but who has been refused admission to the school named in the IDP from having such a decision reviewed by an ALN Tribunal.

Number of Appeals for normal entry to Carmarthenshire Schools for the academic year 2024/2025

School Name	Number of appeals for 2024/25	Successful appeals for 2024/25
Primary (N2)		
Bynea	6	4
Dewi Sant	1	0
Rhydaman	4	3
Secondary (Year 7)		
Strade	1	1
Dyffryn Aman	27	25
Bryngwyn	14	5

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 for Voluntary Aided Schools are dealt with by the school Governing Body. Applications must be made online at [Carmarthenshire School Admissions](#)

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 IDPs 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:

1. Looked After Children and children who are temporarily resident in Carmarthen's Women's Aid refuge.
2. The children of armed forces personnel who are admitted outside the normal admission round.
3. 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. Expected 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. 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.

Penboyr Church in Wales 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:

1. Looked After Children (LAC) who are communicants of the Anglican faith. Children who were previously LAC who are communicants of the Anglican faith but are now adopted.
2. Children who are Looked After Children.
3. Children who are LAC but are now adopted.
4. 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.
5. Children who live in the catchment area of the school. Children from families living outside the area who are regular communicants at an Anglican Church.
6. Children from families of other Christian denominations from outside the catchment area whose parents wish them to be educated in an Anglican Church School.
7. 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.

Pentip Church in Wales 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 21 into any one year group.

Pentip is primarily a Voluntary Aided Church in Wales school, serving the Deanery of Bro Lliedi, 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. Should there be over-subscription for places, the criteria for admissions are as follows:

1. Looked After Children.
2. Pupils with a sibling (full, half or stepbrother or sister, adopted and fostered children) who will be in the school at the time of admissions.
3. Children who reside within the catchment area as indicated on the LA map which can be viewed at the school or on the Carmarthenshire County Council website.
4. Baptised, Church in Wales children in the Deanery of Kidwelly, a map of which can be found on the St David's Diocese website.
5. Children of parents of other denominations who wish to share in and support the Christian ethos and traditions of the school. (Supported by a reference from the family's church representative)

If an applicant for entry is refused, parents have the right of appeal. A letter should be addressed to the Chair 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.

St. Mary's Catholic VA Primary School, Llanelli

Application Process

Applications to join our school are to be submitted via the Carmarthenshire County Council School Admissions page on their website. The Admissions team will forward the application to school which will then be considered by the Governing Body Admissions Committee who meet each term. Ad hoc 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. Nursery children are admitted the term following their third birthday on a part time basis and are entitled to full time education the term following their fourth birthday.

Applicants to join the Nursery class will be informed of the decision on the National Offer Day. To contact the school directly with any queries, please telephone 01554 759178, or email: admin@stmarysllanelli.ysgolccc.cymru

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 'Looked After' children and 'Previously Looked After' 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 or who have a special needs statement naming the school, within the parishes served by the school.
2. 'Looked After' children and 'Previously Looked After' 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 or who have a special needs statement naming the school, within the parishes served by the school).
3. Baptised Catholic Children within the parishes served by the school.
4. Other Baptised Catholic children.
5. Children who have a brother or sister at the school at the time of likely admission.
6. Children of other Christian denominations.
7. Other children who have a brother or sister in the school at the time of admission.
8. Children of other faiths whose parents seek Catholic schooling.
9. Other children whose parents seek Catholic education for their child.
10. Children for whom the LEA has specifically asked for a place at the school.

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 Chair 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.

Application Process

Applications for admission to the school are 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.

Admissions Over-Subscription Criteria

The Admission and Over-Subscription 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 116.

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 an Individual Development Plan (IDP) naming St John Lloyd School.
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.
3. Baptised Catholic children who currently attend a designated Catholic cluster school.
4. Baptised Catholic children who currently live in the parish area of a designated Catholic cluster school who are not currently attending the designated Catholic cluster school.
5. Baptised Church in Wales children.
6. Other non-baptised children who currently attend a designated Catholic cluster school.
7. Other Non-baptised children who attend Church in Wales schools.
8. Other Non-Catholic children from other primary schools.

Application Process

Parents must apply online via the Carmarthenshire School Admission page and select St John Lloyd as their first choice. The deadline for Year 6 applications for **28th November 2025**. Parents will be informed if their child has been offered a place following the Governors Admission Sub Committee meeting in the Spring term. Offers of school places will be emailed to parents on **1 March 2026**.

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 2026/27

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.

Start of Term		Half Term Holiday		End of Term	
Term	Term Begins	Begins	Ends	Term Ends	Days
Autumn 2026	Tuesday 1 September (INSET)	Monday 26 October	Friday 30 October	Friday 18 December	74
Spring 2027	Monday 4 January	Monday 8 February	Friday 12 February	Friday 19 March	50
Summer 2027	Monday 5 April	Monday 31 May	Friday 4 June	Tuesday 20 July	71
Designated INSET Day – 1 September 2026					1
For schools' specific INSET days, please contact the relevant school. Usually, schools have 4 other INSET days during the academic year (in addition to the designated day).					
26 March 2027 (Good Friday) 3 May 2027 (May Day)					
Total					195

2. Learning Experiences

Schools in Wales design a curriculum that is based on the curriculum for Wales and is co-designed between teachers, their pupils and the community.

Your school will support your child to become an ambitious, capable learner ready to learn throughout their life. The learning experiences will ensure that your child develops in an enterprising and creative way making sure that they are well informed about Wales and the world. In addition, the learning experiences will ensure that our children and young people develop as healthy confident individuals, ready to lead a fulfilling lives as valued members of society.

The areas of learning and experience include a focus on languages, literacy and communication, science and technology, mathematics and numeracy, expressive arts, humanities and health and well-being.

The curriculum also covers human rights, diversity and respecting differences, experiences and skills for careers and the workplace, learning about local, national and international contexts and developmentally appropriate relationships and sexuality education.

Learning experiences in our schools in Carmarthenshire are inclusive and purposeful and are linked closely to the local community, our Cynefin.

Older pupils have the opportunity to undertake external examinations. Parents and pupils are fully consulted on their option choices and discussions supported with careers advice.

General Principles

In Carmarthenshire we strive to provide our learners with the best possible education experience. We endeavour to develop the whole child/young person, equipping them with the skills and knowledge they need for the next step in their learning or career pathway.

Carmarthenshire believes in the educational value of being conversant in two or more languages and is strongly in favour of a bilingual policy in its schools. The long-term aim of this policy is to teach children to be fluently bilingual in the use of Welsh and English by the time they leave primary school. The provision at primary and secondary level aims to ensure that the children are able to communicate with confidence in both languages and that they are aware of the cultural heritage of Wales.

Vision to 2030

We will support all the children and young people of Carmarthenshire. We will achieve this by becoming the best we can be and be highly regarded locally, whilst also earning national and international recognition ensuring our children and young people are happy, safe and thriving and able to fulfil their personal, social and learning potential.

Our collective moral purpose

Making sure every child and young person is valued and valued equally

School-based complaints

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

Year Groups/Pupil Ages

Descriptions of Year Groups		Age of majority at end of school year
N1	3 Year old Nursery (Part-time)	3
N2	4 Year old Nursery (Full-time)	4
Reception	Infant	5
Y1	Infant	6
Y2	Infant	7
Y3	Junior	8
Y4	Junior	9
Y5	Junior	10
Y6	Junior	11
Y7	Secondary	12
Y8	Secondary	13
Y9	Secondary	14
Y10	Secondary	15
Y11	Secondary	16
Y12	Lower Sixth	17
Y13	Upper Sixth	18

3.The Teaching of Welsh and English in Carmarthenshire Schools

Since September 2023, new school categories have been introduced nationally.

The linguistic provision couples closely with: the County's Welsh in Education Strategic Plan; contributing towards the Welsh Government's target of having a million Welsh speakers by 2050; embedding the Languages and Communications Area of Learning of the Curriculum for Wales and the four purposes of the curriculum where it is stated that pupils will be able to communicate effectively in different forms and locations, through Welsh and English as well as complying with the Well-being of Future Generations Act.

As a result, there is a clear expectation that all schools will develop provision that increases the use of Welsh in the formal and extra-curricular curriculum, as a means of achieving the County's recognised 10-year WESP between 2022-2032.

The Local Authority and the Schools have agreed on the most suitable category based on current provision from the following new list:

PRIMARY SCHOOL

Category 1 - English-medium School

English is the school's main language of internal communication as well as with parents and carers. There is recognition that creating a Welsh language ethos within the school will support and encourage positive attitudes towards Welsh language use. A learner in a school of this category will be able to read, write, speak and listen in English according to their age and ability, and will have some understanding of Welsh. Welsh is taught as part of the Area of Learning and Experience (AoLE) for languages, literacy and communication. At least 15% of the learners' school activities (both curricular and extra-curricular) will be in Welsh.

Category 2 - Dual language School

Welsh and English will be used for internal communication as well as with parents and carers. There is clear understanding that maintaining a Welsh language ethos within the school will support positive attitudes towards Welsh language use. A learner in a school of this category will be able to speak, read, write and listen in English and Welsh according to age and ability and stream of education. Welsh language skills will be further strengthened by increasing the amount of learning opportunities (curricular as well as extra-curricular) offered through the medium of Welsh. Where Welsh is used as a medium of learning, occasional English is used at times to reinforce the learners' understanding.

With the right support, learners could progress to a Category 3 Welsh-medium secondary school. At least 50% of the learners' school activities (both curricular and extra-curricular) will be in Welsh. This could be achieved in different ways depending on the school's context. It could be by using full Welsh-medium immersion up to age 7 with choice offered in the other year groups, or that 50% of school activities are in Welsh throughout.

Category 3 - Welsh-medium School

Welsh is the school's main language of internal communication. Communication with parents and carers is in either English, Welsh or bilingually as needed. This is a school with a strong Welsh language ethos at its core, supporting and enabling learners' Welsh language use in all social context in and outside of school. In a Welsh immersion setting all learners are taught fully in Welsh, with English being used on occasion to ensure understanding during early immersion. From aged 7 onwards at least 80% of learner's school activities (both curricular and extra-curricular) will be in Welsh. Pupils will become fully bilingual.

SECONDARY SCHOOL

Category 1 - English-medium School

English is the school's main language of internal communication as well as with parents and carers. There is recognition that creating a Welsh language ethos within the school will support and encourage positive attitudes towards Welsh language use. A learner in a school of this category will be taught mainly through the medium of English, and will be able to speak, read, write and listen in English according to age and ability. Welsh is taught as part of the Area of Learning and Experience (AoLE) for languages, literacy and communication. At least 15% of the learners' school activities (both curricular and extra-curricular) will be in Welsh. Learners will be able to speak some Welsh in familiar situations and in some subject contexts using subject-specific terms and vocabulary depending on the areas of the curriculum provided in Welsh.

Category 2 - Dual language School

Welsh and English will be used for internal communication as well as with parents and carers. There is clear understanding that maintaining a Welsh language ethos within the school will support positive attitudes towards Welsh language use. A learner in a school of this category will be able to speak, read, write and listen in English and Welsh according to their age and ability. Welsh language skills will be further strengthened by increasing the amount of learning opportunities (curricular as well as extra-curricular) offered through the medium of Welsh. Depending on the amount of time devoted to learning through the medium of Welsh and use of the Welsh language outside the classroom, learners would be able to apply their Welsh skills in a range of different Areas

of Learning and Experience. At least 40% of learners undertaking at least 40% of school activities (both curricular and extra-curricular) in Welsh.

Category 3 – Welsh-medium School

Schools in this category are sectioned into two parts: Category 3 Welsh-medium and Category 3P designated Welsh-medium.

For all schools in this category Welsh is the main language of internal communication. Communication with parents and carers is in either English, Welsh or bilingually as needed. These are schools with a strong Welsh language ethos at their core, supporting and enabling learners' Welsh language use in all social contexts in and outside of school. A learner in this category of schools will be able to speak, read, write and listen in both English and Welsh according to age and ability.

Category 3 – Welsh-medium school will offer a wide range of their Areas of Learning and Experience (AoLE) through the medium of Welsh. At least 60% % of learners undertaking at least 70% of their school activities (curricular and extra-curricular) in Welsh. Category 3 schools are expected to continue to reflect the linguistic context of the area whilst working towards increasing their Welsh medium provision over time.

A Category 3P School – Designated Welsh-medium School – delivers all Areas of Learning and Experience (AoLE) through the medium of Welsh. 100% of learners will undertake at least 90% of their school activities (curricular and extra-curricular) in Welsh.

Transitional Sub-categories T2 and T3

These are bridging categories between two main language categories. These transitional arrangements enable schools to plan how they will realise an increase in Welsh-medium provision over time. Increasing the Welsh-medium provision, in order to move to the next category, is the aim of the transitional sub-categories. Therefore, T2 bridges a category 1 and 2 school, with the aim of becoming a category 2 within a period of 10 years and T3 bridges a category 2 and 3 school with a goal of becoming a category 3 School within a period of 10 years.

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: 01267 246456.

6. School Activities

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. School Governing Bodies

Each school or federation of schools 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) also have representatives of the church authority.

When vacancies arise for parent governors, information is circulated via the school's usual communication channels, and to be eligible to be a parent governor, a person must have a child registered at the school for which the Governing Body is responsible. A parent governor holds office for a fixed period of four years (two years for Ammanford Nursery School) 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 relating to governing bodies can be obtained from the School Governance Unit at the Department for Education and Children
Tel: 01267 246448 / governance@carmarthenshire.gov.uk.

Section C – Services to Pupils

1. Meeting Additional Educational Needs

Welsh Government's new system for meeting the needs of children with Additional Learning Needs (ALN) has been implemented since September 2021.

This means a more flexible and responsive system of meeting needs, in an inclusive education system for the learners of Wales.

- Needs are identified early, addressed quickly and all learners are supported to reach their potential.
- Professionals are skilled and confident in identifying needs and deploying strategies to help learners overcome their barriers to learning.
- Learners receive personalized learning and they and their parents and carers are equal partners in their learning (Person Centered Approach).

The mandatory ALN Code for the new system will cover children and young people aged 0-25. This means that early years and further education colleges will have duties under the Act, but this does not include higher education or apprenticeships.

All children and young people with an identified additional learning need (ALN) that requires additional learning provision (ALP) will have an Individual Development Plan (IDP). The IDP will replace all other individual plans. IDPs for children under compulsory school age, who require them, i.e. in the early years will be maintained by local authorities.

All reasonable steps will be taken to ensure ALP will be provided in Welsh, if required.

1.1 Identification

Some children have learning difficulties 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. Most of these learners' needs can be supported by schools and the provision will be agreed adhering to a 'Decision Making Process' model. This model ensures that children, young people and parents/carers are involved

at every stage in the planning and reviewing of the provision required to support the learners needs.

Approximately 1% of children and young people have complex and ongoing needs that require the Local Authority to provide extra provision that is complementary to the universal and ALP that the school provides.

Many children with complex 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 and young people's progress, and any concerns are discussed with parents in a person-centred meeting. In most cases these concerns will be addressed through the school's Universal Learning Provision (ULP) offer, which is available to all learners.

The school's ULP offer will include:

- good teaching and learning;
- teaching strategies to support learners' emerging or identified needs;

Where children and young people do not make measurable progress, notwithstanding the school's ULP offer, the learner may require ALP to support their needs. The ALNCo may seek to involve other professionals such as advisory teachers, behaviour support teachers, health services and educational and child psychologists to help identify the ALP.

These professionals provide advice, guidance and support to the pupil, parents, teachers and the ALNCo. Such concerns may lead to the learner being identified as having ALP and an IDP being prepared. If the school is not able to identify the ALN, identify the ALP required or reasonably secure the ALP then it can refer to the Local Authority to consider.

In response to such a request the Local Authority seeks information from:

- The parents
- The child
- The school
- Class teachers
- ALNCo
- Support staff

The Local Authority may request additional information or other help from relevant persons to exercise their functions.

Relevant persons can include:

- The Educational Child Psychologist
- The Physiotherapist
- Health Professionals for example a Paediatrician
- The Speech and Language Therapist
- The Occupational Therapist
- Social Care professionals
- Any other agency known to be involved with the child or young person

The ALN Panel considers the learner's needs and the ALP required. Depending upon the decision the local authority may either:

- Direct the school to prepare and maintain the IDP, or;
- Prepare the IDP and direct the school to maintain it, or;
- Prepare and maintain the IDP

The IDP is a legal document that specifies and quantifies the ALP provision that is to be made. Where an IDP names a specific school then the pupil must be admitted to the school named on the IDP.

Only the Local Authority can name a specific school on an IDP.

1.3 Provision

The Equality Act of 2010 replaces the Disability and Discrimination Act 1995. This legislation harmonises discrimination law and provides a simplified, strengthened, updated legislative framework to protect the rights of individuals and advance equality of opportunity for all. Schools and local authorities have had a duty to provide reasonable adjustments for disabled pupils since 2002, originally under the DDA and, from October 2010, under the Act. The Local Authority has developed an Inclusion Strategy to ensure that, whenever possible, children and young people with ALN can have their needs met in a mainstream setting. The details of this approach are set out on Carmarthenshire County Council website.

The majority of children with Individual Development Plans (IDPs) will have their needs met in mainstream schools.

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

1.4 Working in Partnership

Education and Children's Services take a partnership approach to working with parents of pupils with ALN. Parents can engage in this partnership by:

- 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.
- Contacting the Local Authority and discussing with one of our Family Liaison Officers.
- Contacting the Parent Partnership Service provided by SNAP Cymru on 01554 777566 or by e-mail at 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 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.

Additional 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, Tel: 01267 246451, who will also respond to enquiries about the settings.

2. Carmarthenshire County Council – School Transport Policy

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 as of 1st October 2024. 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). The “home address” is as defined in the “Admission to School – Information for Parents” booklet published by the Authority and a “parent” as defined in Section 576 of the Education Act 1996. Please note that registered home addresses and parental responsibility are checked at the application stage against the records held by the school and Education Authority.
- 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 the nearest suitable school as determined by the Education Authority and is measured by the shortest available driving route as measured by the Council’s mapping system and includes schools in adjoining Counties if relevant.
- Live over the “statutory distance” from the school. The “statutory 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 sometimes referred to as the “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 available 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 defined “statutory distance”. 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 “statutory 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. Transport would be offered only until the end of year 11, on the nearest available vehicle and from the nearest available pick-up point.
- 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.

Entitlement to transport is NOT automatically transferred with any change of address, even if transport has been awarded through the Appeals process.

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 application 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 or grant 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.

Transport will be arranged only for the start and end of each school day.

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 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.Traveline.Cymru or on 0800 464 0000. Information and advice is also available from the County Council at www.carmarthenshire.gov.wales/ bus or on 01267 228 326. The Authority works with public transport providers to encourage suitable provision for journeys to and from school where possible.

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 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. 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 online at www.carmarthenshire.gov.wales/schooltransport where Applications can also be made.

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 or grant to enable a parent/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

Learners with Additional Learning Needs will be subject to the eligibility criteria described in section 1 above. However, transport may additionally be provided for learners not meeting this criteria but where the requirement for transport is specified as part of a Statement of Additional Learning Needs issued by the Authority or where a learner is the subject of the statutory assessment procedure, due to learning difficulties, which the LA considers makes transport "necessary".

Learners will be assessed to determine the type and nature of specialist transport required, if any. These assessments will be reviewed annually.

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 228313.

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 228326.

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

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 **28 November 2025**. 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 a replacement bus pass must be ordered online for a fee of £6.00 from carmarthenshire.gov.wales/schooltransport

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 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.

The Authority has resolved to review the provision of free transport for post 16 learners in future years, subject to consultation.

3. School Meals & School Essentials 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 inform 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 mealtimes.

3.1 Free Breakfast

The School Catering Service run a free breakfast service in 97 locations (as at July 2022). Breakfast is recognised as the most important meal of the day and evidence shows that a healthy breakfast is linked to better health and concentration during the school day.

The majority of breakfast services open at 8:15am where pupils can choose from a range of options for breakfast.

3.2 School Meals Menus

School meals make an important contribution to the diets of children and young people. School menus comply with Welsh Government 'Healthy Eating in Schools' (Nutritional Standards and Requirements (Wales) Regulations 2013). Special dietary requirements can also be catered for upon written request from parents/guardians.

Current meal prices are available via ParentPay our nominated system to collect online payments for school meals, www.parentpay.com. All secondary school cafeterias also operate a cashless catering till system.

3.3 Free School Meals

You could be eligible for free school meals if you receive one of the following benefits:

- Income Support
- Income-based Job Seeker's Allowance
- Guaranteed element of State Pension Credit
- Income-related Employment and Support Allowance
- Child Tax Credit and your annual income is no more than £16,190
- Universal Credit and your household's annual net income is no more than £7,400
- Support under part VI of the Immigration and Asylum Act 1999

If you are in receipt of Working Tax Credit in addition to any of these benefits you will not be eligible, even if the household income is below £16,190.

Please note: Children in receipt of one of the benefits themselves are also entitled to Free School Meals. The provision of free school meals in Wales is subject to change. The latest information can be found on our website: [School meals - Carmarthenshire County Council](#)

The Welsh Government has an information page regarding guidelines for free school meals which provides additional information. [Free school meals: information for parents and carers | GOV.WALES](#)

How do I apply for Free School Meals?

You can apply for free school meals in minutes online via our website: [School meals - Carmarthenshire County Council](#)

How will I know if I have been successful and do I need to apply annually?

Once we receive your online application, we will envisage to process your application within 5 working days. You will be notified of the award by e-mail. There is no need to re-apply for each new school year this entitlement will automatically follow your child.

When do I need to inform you of a change in circumstances?

You must inform us immediately if any of the details on your claim have changed, this can be done on-line via our website: [School meals - Carmarthenshire County Council](#)

If you don't do so, your eligibility could be cancelled, and you may have to pay for any meals.

- You need to tell us if your child is moving to a new school e.g. primary to secondary or to a different school in Carmarthenshire or to a school outside Carmarthenshire.
- You need to let us know if your circumstances change e.g.:
 - You start work
 - Your benefit changes
- You need to let us know if you and your child change address.
- You need to let us know if you have another child starting school for the first time.
- You need to let us know if your child no longer lives with you and whether someone else should be claiming on behalf of your child.

Contact Details: Free School Meals@carmarthenshire.gov.uk Tel: 01267 246521

Universal Primary Free School Meals for full time primary pupils

Universal Primary Free School Meals (UPFSM) are available to all full-time primary pupils. Please note that part-time pupils and those in childcare settings (even if the setting is within a school e.g., Cylch Meithrin) are NOT eligible.

The existing Free School Meal (FSM) scheme remains in place for ALL other eligible full-time pupils on roll in Carmarthenshire schools.

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-imbursement Unit (NMRU) 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.

3.5 School uniform and equipment grant

Welsh Government has introduced a School Essentials Grant. This is to provide grant assistance to families on low incomes for the purchase of:

- School uniform including coats and shoes.
- School sports kit including footwear.
- Uniform for enrichment activities, including but not limited to, scouts; guides; cadets; martial arts; sports; performing arts or dance.
- Equipment e.g. school bags and stationery.
- Specialist equipment where new curriculum activities begin such as design and technology; and
- Equipment for out-of-school-hours trips such as outdoor learning e.g. waterproofs.

Please note that the above list can be subject to change.

Who is eligible?

Funding is available to pupils who are eligible for Free School Meals for the current academic year (2024/2025). The Welsh Government announce the level of funding and eligible year groups for each academic year. The latest information can be found on our website: [Education & Schools - Carmarthenshire County Council](#)

How to apply?

You can apply for School Essentials Grant (SEG) in minutes online via our website: [Education & Schools - Carmarthenshire County Council](#)

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. School Safeguarding and Attendance Team

The School Safeguarding and Attendance Team (SSAT) works on behalf of the local authority to support regular school attendance and engagement in education. The team also works to ensure safeguarding within school settings and oversees Elective Home Education. Staff promote family engagement to enable families to overcome barriers to regular school attendance and engagement in education. The SSAT has the delegated responsibility for overseeing child performance; child employment; and chaperone licensing across the authority.

The SSAT 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's services, families and wider partners.

For more information: 01554 742369.

6. Trust Funds

The Authority administers a number of charitable trust funds which can offer assistance 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:

[Charitable Trust Funds - Carmarthenshire County Council](#)

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:-

- Discussing 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.

Get information, resources and tips to help your child make career decisions and find out more about the support we offer as your child goes from education to employment on the parent pages of our website. [Parents | Careers Wales \(gov.wales\)](https://www.careerswales.gov.wales/parents)

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

Webchat: www.careerswales.gov.wales

E-mail: post@careerswales.gov.wales e-mail your query or question and we will answer within two working days

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:

- The Childcare Offer for Wales (Cynnig Gofal Plant Cymru)
- 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: 01267 246555,

e-mail: childrenInfo@carmarthenshire.gov.uk

Website: <http://fis.carmarthenshire.gov.wales>

9. The Childcare Offer

For further information about the Childcare Offer for Wales please contact Carmarthenshire Family Information Service: 01267 246555 or visit their website <https://fis.carmarthenshire.gov.wales>



Rhwydwaith Ysgolion Cymru
sy'n Hybu Iechyd a Lles

Welsh Network of Health and
Well-being Promoting Schools

10. Health & Well-being Promoting Schools Programme

The Health & Well-being Promoting Schools Programme has been running successfully since September 2001 and all primary schools, secondary schools and additional learning establishments in Carmarthenshire are now engaged with the programme in some way.

The purpose of the programme is to facilitate the physical, social-emotional and psychological conditions for health and well-being within schools in Carmarthenshire, through a whole-school approach to health and well-being.

The programme is part of a National Network based on a set of minimum standards organised across 7 core components describing the core elements of a whole school approach:

- *Strong leadership, governance and commitment to health and well-being.*
- *A School dedicated to understanding need and evaluating action.*

- *Involvement, engagement and communication with the whole school community.*
- *A workforce supporting its own well-being in addition to the well-being of learners.*
- *A curriculum working hand-in-hand with the wider actions, policies and practices of the school.*
- *A positive school culture and environment that reinforces learning and the school's commitment to health and well-being.*
- *A school where strong working partnerships enable the school community to access the health and support services it needs.*

The programme supports Wales' new Curriculum and the new RSE Curriculum with regards to developing:

- *Ambitious, capable learners ready to learn throughout their lives*
- *Enterprising, creative contributors, ready to play a full part in life and work*
- *Ethical, informed citizens of Wales and the world*
- *Healthy, confident individuals, ready to lead fulfilling lives as valued members of society*

A Health & Well-being Promoting School is one which makes a constant & consistent effort to ensure a safe & healthy setting for teaching, learning & working. It uses its organisational potential to foster the physical, social & emotional psychological conditions for health & well-being & positive educational outcomes. In so doing, it embodies a whole-school approach to promoting health & attainment.

In response to the Framework on Embedding a Whole-School Approach to Emotional & Mental Well-being, published by the Welsh Government (March 2021), the programme is currently supporting schools in evaluating how well they are currently embedding a Whole-School Approach in relation to the Emotional & Mental Health agenda with the aid of a Self-Evaluation Tool produced by Public Health Wales. Schools must evaluate how well they are performing in relation to a set of indicators within 8 different categories included within the Self-Evaluation tool.

These categories include:

1. Leadership & Commitment
2. Understanding the Emotional & Mental Well-being of Learners and Staff
3. Involvement & Engagement
4. Workforce
5. Relationships
6. Help & Support Services
7. School Environment & Facilities

8. School Ethos & Environment
9. Curriculum

Local Health & Well-being Promoting School Officers are currently supporting schools in identifying areas of strength and areas of development within their Self Evaluation Tools, ensuring that schools select priority areas for their Implementation Plans, monitor school progress in relation to developing priority areas, share good practice amongst schools and signpost them to key partners and agencies that can support them further. Officers will also inform colleagues within the Education Department and the Health Improvement Division of any Well-being trends identified through School Self-Evaluations to ensure that the appropriate support can be provided to schools. The Programme has also produced a Support Package for schools in relation to this agenda to ensure that the Self Evaluation Tool is completed effectively and remains to be a continuous process.

For further information on the Health & Well-being Promoting Schools Programme please contact Catrin Rees, Lead Healthy Schools Co-ordinator: CLRees@carmarthenshire.gov.uk or Shan Thomas, Healthy Schools Co-ordinator: ShETThomas@carmarthenshire.gov.uk

11. Sustainable Development and Global Citizenship Education

Sustainable Development and Global Citizenship Education is embedded within the four core purposes of the Curriculum for Wales. All Carmarthenshire schools are committed to supporting Carmarthenshire County Council to become net zero carbon by 2030.

All learners are supported and encouraged to develop the knowledge, skills and values they need to engage with the world including the belief that we can all make a difference. Through purposeful actions learners are empowered to take responsibility for the natural environment and make connections for positive change. This creates a culture of care and responsibility for our future generations.

The use of outdoor spaces to enrich curriculum delivery and support the wellbeing of all learners continues to be a priority across all schools in Carmarthenshire. Accessing the outdoors to gain a deeper connection and understanding of their local environment provides all learners with the opportunity to become active members within their community. The Carmarthenshire Outdoor Schools Network (CODS) provides all schools with the opportunity to work collaboratively and share good practice. The aim of the

network is to offer opportunities for all learners to appreciate and connect with nature and become ethical and informed citizens of today and the future.

The Climate Action Consultation Group was established in November 2021 and forms part of an eight-point Climate Action Manifesto. The Manifesto was co-constructed as a part of the global citizenship programme, Walk the Global Walk. All schools across Carmarthenshire are invited to elect two representatives to be part of the group. A formal consultation meeting takes place each term which offers an opportunity for the group, invited guests, local councillors and council officers to discuss issues relating to climate change and implement their manifesto's recommendations. *This pioneering pupil led discussion platform empowers and engages young people in debate and discussion on issues which concern them. All Group members are advocates for positive change across their schools and communities and are supported to seek out solutions and engage in positive actions linked to Climate Change through a culture of care and responsibility.*

The Group has been recognised for its work in supporting pupils to be part of the democratic process in the Wales Net Zero Consultation Paper for Welsh Government. The paper recommends establishing Climate Action Groups in every local authority in Wales by 2030, using the Carmarthenshire model as a blueprint. [Wales Net Zero 2035 – What could education, jobs and work look like across Wales by 2035](#)

The Eco Schools Award is an international initiative administered by Keep Wales Tidy. The programme offers schools opportunities to engage with environmental and sustainable development issues through topic areas such as: Litter, Waste Minimisation, Transport, Healthy Living, Energy, Water, School Grounds and Global Citizenship. The programme is also linked to the Healthy Schools and Fairtrade Schools Schemes, these initiatives are recognised and supported by the Welsh Government. All Carmarthenshire schools participate in the Eco Schools Programme, 31 have been awarded as least one Green Flag while 71 have received the Platinum Award for sustaining their excellent work for eight years or more.

Carmarthenshire is a Fairtrade Local Authority and continues to support its schools with the Fairtrade Schools Programme.

Global connections with schools on an international platform continue to be supported through Wales's International Exchange Programme 'Taith'. Carmarthenshire schools continue to build on this well-established model of participation with a clear understanding of the value of these transformative school exchange programmes. Well established and successful partnerships working continues to flourish between Carmarthenshire schools and schools in Lesotho, through the Connecting Classrooms programme and Dolen Cymru.

For more information on any of the above please contact:
Associate Education Support Adviser Louise Morgan
HeLMorgan@carmarthenshire.gov.uk

Further information is also available through the following links:
<https://www.carmarthenshire.gov.wales/media/1224034/climate-action-manifesto-final.pdf?v=202012211635020000>

www.eco-schoolswales.org

www.fairtradewales.com

<https://www.taith.wales/about/>

[The Well-being of Future Generations Act and its impact so far... - YouTube](#)

[Impact of the Act: An education system based on pupils, not testing - YouTube](#)

<https://www.futuregenerations.wales/wp-content/uploads/2023/01/FINAL-ENGLISH-Future-Generations-Changemaker-100.pdf>

Section D – Schools and Pupil Summary

Nursery Schools	1
Primary Schools	94
Secondary Schools	12
Special Schools	1
Total (January 2025)	108

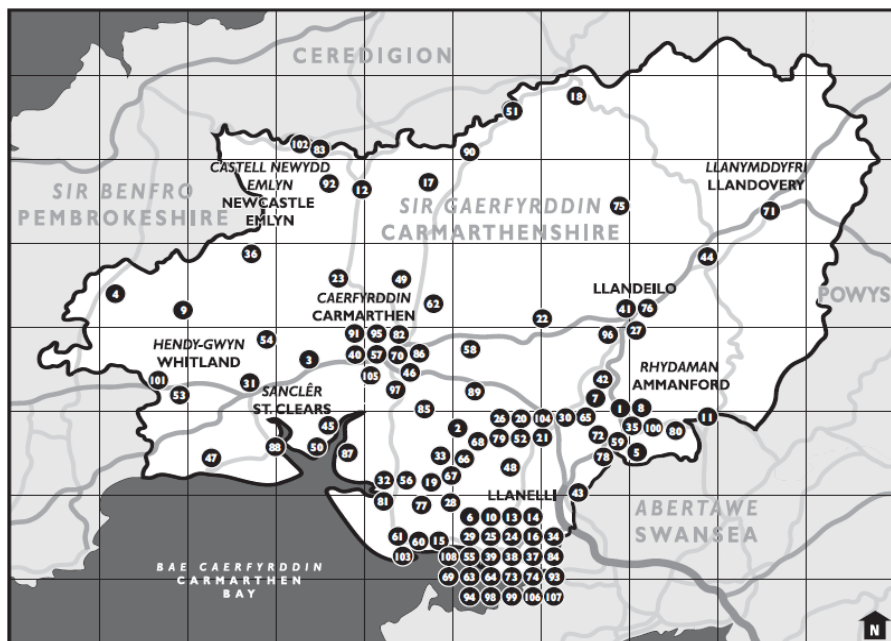
Total Pupil Number (January 2025)	
Primary Schools	14,723
Secondary Schools	11,312

More information can be found on the websites of the individual schools.

Carmarthenshire schools contact details can be found in this booklet

Section E – Map – Ysgolion

Map of Schools



Not to Scale

Ysgol Gynradd Gymunedol Community Primary Schools

- | | | |
|----------------------|--------------------|------------------|
| 1. Meithrin Rhydaman | 10. Bryn | 19. Carwe |
| 2. Bancffosfelen | 11. Brynman | 20. Cefneithin |
| 3. Bancyfelin | 12. Brynsaron | 21. Cross Hands |
| 4. Beca | 13. Brynsierfel | 22. Cwrt Henri |
| 5. Betws | 14. Bryn Teg | 23. Cynwyl Elfed |
| 6. Bigyn | 15. Burry Port | 24. Dafen |
| 7. Blaenau | 16. Bynea | 25. Dewi Sant |
| 8. Bro Banw | 17. Cae'r Felin | 26. Drefach |
| 9. Bro Brynach | 18. Carreg Hirfaen | 27. Ffairfach |

28. Pum Heol	48. Llannon	67. Pontiets
29. Ffwrnes	49. Llanpumsaint	68. Pontyberem
30. Gorslas	50. Llansteffan	69. Pwll
31. Griffith Jones	51. Llanybydder	70. Richmond Park
32. Gwenllian	52. Llechyfedach	71. Rhys Pritchard
33. Gwynfryn	53. Llys Hywel	72. Saron
34. Llangennech	54. Meidrim	73. Stebonheath
35. Rhydaman	55. Maes Y Morfa	74. Swiss Valley
36. Hafodwenog	56. Mynyddgarreg	75. Talley
37. Halfway	57. Myrddin	76. Teilo Sant
38. Hendy	58. Nantgaredig	77. Trimsaran
39. Old Road	59. Parcyrhun	78. Ty-Croes
40. Johnstown	60. Parc Y Tywyn	79. Tymbll
41. Llandeilo	61. Pembrey	80. Y Bedol
42. Llandybie	62. Peniel	81. Y Castell
43. Llanedi	63. Pen Rhos	82. Y Dderwen
44. Llangadog	64. Penygaer	83. Y Ddwylan
45. Llangain	65. Penygroes	84. Y Felin
46. Llangunnor	66. Ponthenri	85. Y Fro
47. Llanmiloe		

Ysgolion Cynradd Gwirfoddol Rheoledig **Voluntary Controlled Primary Schools**

86. Abergwili	88. Laugharne	90. Llanllwni
87. Ferryside	89. Llanddarog	

Ysgolion Cynradd Gwirfoddol Cymorthedig **Voluntary Aided Primary Schools**

91. Model	94. St. Mary's	95. St. Mary's
92. Penboyr	Llanelli	Carmarthen
93. Pentip		

Ysgolion Uwchardd Secondary Schools

96. Bro Dinefwr	101. Dyffryn Taf	105. Queen Elizabeth
97. Bro Myrddin	102. Emlyn	High School
98. Bryngwyn	103. Glan Y Mor	106. Strade
99. Coedcae	104. Maes Y	
100. Dyffryn Aman	Gwendreath	

Ysgolion Uwchradd Gwirfoddol a Gynorthwyir Voluntary Aided Secondary Schools

107. St John Lloyd

Ysgolion Arbennig Special Schools

108. Heol Goffa