# Sealand Community Primary School
# Admissions Policy 2026-2027

## 1. Introduction

This policy sets out the admissions arrangements for Sealand Community Primary School and should be read alongside the current admissions arrangements published annually by Flintshire County Council, which is the Admission Authority for all community schools in Flintshire. The school follows the requirements of the Welsh Government School Admissions Code and all relevant legislation relating to school admissions.

Sealand Community Primary School is a Community School maintained by Flintshire County Council. The Local Authority is responsible for determining admission arrangements and allocating school places.

## 2. Responsibility for Admissions

Flintshire County Council is the Admission Authority for Sealand Community Primary School and is responsible for:

- Determining admission arrangements.
- Processing applications.
- Allocating school places.
- Applying oversubscription criteria where necessary.
- Administering appeals procedures.
- Maintaining waiting lists where appropriate.

The Local Authority will comply with statutory requirements and give full consideration to parental preference whilst ensuring the provision of effective education and the efficient use of resources.

## 3. Admission Number

The Published Admission Number (PAN) for Reception at Sealand Community Primary School is currently **30 pupils per year group**.

All pupils will normally be admitted if the admission number has not been reached. Where applications exceed the number of places available, the Local Authority will apply the oversubscription criteria detailed within this policy.

## 4. How to Apply

Applications for Nursery and Reception places must be submitted through Flintshire County Council's online admissions system.
Applications can be made via the Flintshire County Council School Admissions Portal.

Parents are strongly encouraged to express more than one school preference and list preferences in order of priority. Listing the same school more than once does not improve the likelihood of securing a place.

Applications received after the published closing date may be treated as late applications. Late applications will normally be considered after on-time applications unless exceptional circumstances apply and supporting evidence is provided.

## 5. Admissions Timetable 2026–2027

| Admission Phase | Closing Date | Offer Date |
|---|---|---|
| Reception | 17 November 2025 | 16 April 2026 |
| Nursery | 16 February 2026 | 5 May 2026 |

Applications received after the closing date may have less opportunity to secure a place at a preferred school.

## 6. Nursery Admissions

A child becomes eligible for a nursery place in the September following their third birthday. Nursery education is not compulsory and parents do not have a statutory right of appeal regarding nursery admissions.

Nursery provision is offered on the basis of:

- Five sessions per week.
- Each session lasting 2.5 hours.

Parents may express a preference for any nursery class within Flintshire regardless of where they live. However, expressing a preference does not guarantee a place. Where applications exceed available places, the Local Authority's oversubscription criteria will be applied.

Admission to the Nursery Class does not guarantee admission to Reception. A separate Reception application must be submitted.

No transport is provided for nursery pupils.

## 7. Reception Admissions

Children are eligible for admission to Reception at the beginning of the academic year in which they have reached the age of four on or before 31 August.

Once a Reception place has been offered and accepted, parents may defer entry until the beginning of the term following the child's fifth birthday, providing this falls within the same academic year.

## 8. Oversubscription Criteria

Where the Admission Number has been reached, admissions will be determined using the following criteria in priority order:

**1. Looked After Children and Previously Looked After Children**
Children who are currently looked after by a local authority or who were previously looked after.

**2. Nearest Appropriate School**
Children for whom Sealand Community Primary School is the nearest appropriate school to their home address.

**3. Siblings**
Children who have a brother or sister attending the school on the expected admission date. The sibling rule applies only during statutory education.

**4. Other Preferences**
Children for whom Sealand Community Primary School is not the nearest appropriate school will be prioritised according to proximity to the school.

## 9. Tie-Breaker

Where there are more applicants than places within any category, priority will be given to children living nearest the school.

Distance will be measured from the child's home address to the recognised main entrance of the school using Flintshire County Council's approved distance measurement system.

## 10. Definitions

**Home Address**
The home address must be the child's permanent place of residence where the child normally lives and sleeps for the majority of the week.

The Local Authority may require evidence to confirm residency. This may include:

- Council Tax records.
- Tenancy agreements.
- Mortgage statements.
- Utility bills.
- Solicitor correspondence.

The use of false or misleading information may result in a place being withdrawn.

**Shared Residence**
Where parents share parental responsibility and the child lives at more than one address, parents must agree which address is to be used for admissions purposes.

**Sibling**
A sibling is defined as a:

- Full brother or sister.
- Half-brother or half-sister.
- Step-brother or step-sister.
- Foster brother or sister.
- Adopted brother or sister.

The children must live together as part of the same household and the older sibling must still be attending the school when the younger child becomes eligible to attend.

**Distance**
Flintshire County Council uses a Geographic Information System (GIS) to calculate home-to-school distances. Distances are calculated from the nearest point on the recognised walking network from the child's address to the centre point of the school building.

## 11. Infant Class Size Legislation

Reception, Year 1 and Year 2 classes are subject to statutory infant class size legislation which limits classes to 30 pupils per qualified teacher.
The recommended maximum class size in Key Stage 2 is 30 pupils per teacher.

## 12. Mid-Year Admissions and School Transfers

Parents seeking a school transfer should initially discuss the reasons for the move with the Headteacher of the child's current school. If the parent wishes to proceed, an online transfer application must be submitted through Flintshire County Council. The Local Authority may refuse an application where the admission number has been reached and offer an alternative school place. Parents retain the right of appeal in such circumstances.

The Local Authority does not encourage school transfers during an academic year unless there are compelling reasons because such moves can disrupt a child's education.

## 13. Admissions Outside the Normal Admission Round

For pupils moving into the area after the normal admissions process has concluded, Flintshire County Council will seek to meet parental preference wherever possible.

Where a preferred school has no available places, parents may be offered a place at an alternative school and advised of their right of appeal.

## 14. Waiting Lists

Where a school is oversubscribed, parents may request that their child's name is placed on a waiting list. Places that become available will be allocated according to the oversubscription criteria and not according to the date on which the application was received or the date the child was added to the waiting list. Waiting lists are maintained by Flintshire County Council in accordance with the published admissions arrangements.

## 15. Appeals

If a preferred school place cannot be offered, parents will receive written notification explaining the reasons for refusal and information about the appeals process. Appeals must be made in writing to Flintshire County Council Admissions Team. Appeals are heard by an Independent Appeal Panel whose decision is final and binding on all parties. Further information is available from Flintshire County Council School Admissions Service.

## 16. Fraudulent or Misleading Applications

Flintshire County Council reserves the right to withdraw an offer of a school place where fraudulent, false or intentionally misleading information has been used in support of an application. Where an offer is withdrawn, the application will be reconsidered and the parent will be informed of any subsequent right of appeal.

## 17. School Admission Procedures and Practice at Sealand Community Primary School

For admissions outside the normal Nursery and Reception admission rounds:

- The school will direct parents to Flintshire County Council's online admissions process.
- Upon notification from the Local Authority, the school will initiate its induction and transition procedures.
- Proof of a child's date of birth may be requested.
- Information may be sought from previous educational settings where appropriate.
- A pre-admission visit will normally be arranged for pupils and parents.
- Meetings with supporting agencies may be arranged where necessary to support successful transition.
- The school may agree an appropriate admission date with the family and Local Authority.
- Any required additional language support services will be notified in accordance with Local Authority procedures.

## 18. Induction Arrangements

The school operates a comprehensive induction programme for Nursery and Reception pupils, including:

- Parent information meetings.
- Opportunities for children to visit the school.
- Transition activities.
- Liaison with previous settings.

## 19. Transport

School transport is administered by Flintshire County Council in accordance with its published transport policy. Parents who choose a school other than the nearest appropriate school are normally responsible for transport arrangements and any associated costs.

## Review

This policy has been reviewed against Flintshire County Council School Admissions Arrangements 2026–2027 and the Welsh Government School Admissions Code.

**Approved by:** Governing Body, Sealand Community Primary School
**Date of approval:** October 2026
**Review date:** Autumn 2027