

Date/Dyddiad 22nd September 2023
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Your Ref/Eich Cyf
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Dear Parent/Guardian

SECONDARY EDUCATION: ADMISSIONS IN SEPTEMBER 2024

As your child will be starting secondary education in September 2024, it is now time for you to apply for a place in your chosen school. You can view the Authority's arrangements for offering places in Year 7 classes in the school admissions section, secondary school admissions, of our website at the following link <https://www.valeofglamorgan.gov.uk/en/living/schools/admissions/School-Admissions.aspx> and by reading the Parental Guide to School Admissions. Please read the guide before making your application as it provides all the relevant information on the admissions process, including the oversubscription criteria used to offer places when a school is oversubscribed. If you do not have internet access, you may request a hard copy of the guide from the council or your child's school. Your application must be made by the closing date of **24th November 2023**. You will then be informed of the outcome via letter posted on **1st March 2024**. If you fail to apply for a place in one of the council's community schools by the closing date, and if the places are oversubscribed, there is a risk that your child would not secure a place in their local school.

On the application form, parents will be required to submit three preferences for secondary schools in order of priority. In most cases we are able to offer you your first choice, however this isn't always possible. By putting three preferences on your application you are more likely to get a place at a school that you want rather than receiving an offer to a school that may be some distance away or not one of your preferences. You are required to use all the preferences available to you in order to secure a secondary school place for your child for September 2024 as places were very limited last year.

St Richard Gwyn to participate in co-ordinated admissions arrangements pilot scheme

Following the introduction of a pilot scheme for co-ordinated admission arrangements, for the transfer from primary to secondary education in September 2021. The governing body of St Richard Gwyn Catholic High School have agreed to participate in the scheme for a fourth year for the 2024 application process.

In addition to Vale of Glamorgan Community Schools you can now also apply for a place in St Richard Gwyn Catholic High School by using the online application service. Please ensure that you have read and clearly understood the admission criteria for St Richard Gwyn. Barry residents or those pupils attending a faith primary school are encouraged to ensure that St Richard Gwyn is one of the preferences listed on their application.

ON-LINE ADMISSIONS PROCESS

You can apply via our on-line admissions process. This is quick and easy to use, and makes it much easier for parents to apply. Before registering and making an on-line application, you must register using a valid e-mail address. The council's Online Education Portal on our website contains instructions on how to do this, please follow the 'Apply Now' link on the Secondary Admissions page.

Although it is safer for you to apply online and you'll receive electronic acknowledgement that your application has been received, there are paper application forms available for those without internet access. If you'd like a paper application form, please contact us via e-mail or telephone so that we can send you one. Please remember that the closing date is the same, whichever type of application you make.

Applying for a place in Foundation Schools

Applications for our Foundation school (Stanwell) Comprehensive School must be made via the school concerned as the Governing Body are the Admissions Authority. This is also the case if you wish to apply for Bishop of Llandaff C/W High School. Please contact the schools concerned as soon as possible to arrange this as their closing dates may differ.

If you have any queries, please contact the School Access Team using the above contact details.

Yours sincerely

**School Access and Organisation
Directorate of Learning and Skills**