CLOSING DATE FOR NURSERY APPLICATIONS – 16TH DECEMBER 2016

Cyngor Bwrdeistref Sirol
MERTHYR TUDFUL
MERTHYR TYDFIL
County Borough Council

Nursery Admissions

A leaflet for parents and carers

PLEASE READ THESE NOTES CAREFULLY BEFORE RETURNING YOUR APPLICATION
The information provided in this leaflet aims to help parents/carers follow the application process for school places for children who will go into nursery class in September 2017. This may be the first time you have applied for your child to attend a school in Merthyr Tydfil County Borough Council.

1. I am looking for a school place for my child, what should I do?

If you have access to a computer, you can view the Local Authority's 'A Guide to Policy and School Admission Arrangements 2017/18' on the website www.merthyr.gov.uk , which will help you determine your catchment area school as well as giving you further information relating to Welsh-medium and faith schools. If you don't have access to a computer, booklets are available upon request, from the School's Department.

2. If I am interested in a particular school, what should I do next?

You must complete an application form for each stage of your child's education e.g. **Pre-Nursery, Nursery, from Nursery into Reception, and from primary school into secondary school (Year 6 to Year 7)**. Each time you apply for a school place, the application form MUST be returned to the Local Authority and NOT the school, by the prescribed closing date.

3. Am I guaranteed the school of my choice?

No. Whilst you can say which school you would like, you may not be successful in being offered a place if there is not enough space in the school.

4. My child is already in a pre-nursery attached to a primary school; do I still have to apply for a place in the nursery?

Yes, you MUST make an application for a nursery place. If you do not apply for a place then you may miss out on a place in the school you would like.
A PLACE IN NURSERY DOES NOT MEAN YOU HAVE A PLACE IN THE SAME SCHOOL.

5. Do I still have to apply for a school place, even though I live in the catchment area?

Yes. You will NOT be considered for a school place unless you apply, even if it is your catchment school.

6. What happens if there are more applications than places available?

The Local Authority (Admissions Authority) must admit children up to the number of school places available (admission number). If there are more applications than the admission number, then the admissions authority will offer places to children according to the list of rules for admitting children to the school. The rules, known as 'oversubscription criteria', are applied to every application for a school with more applications than places. These include: space in the school; living near to the school; brothers/sisters in the school; (Please refer to 'A Guide to Policy and School Admission Arrangements 2017/18' for full details).

7. What should I do if I miss the closing date for applications?

You must do your utmost to ensure that your application is sent to the local authority by the published deadline (the closing date for Nursery applications is **16th December**. If you are late sending in your application it may not be looked at with the ones that were on time. This could mean that your child will miss out on a place at your preferred school.

8. The Headteacher of my preferred school has told me that my child has a place. Is this right?

Headteachers are not able to allocate school places, so please contact the local authority if you have any queries.

9. When will I find out if my child has got a place?

Parents will be notified in writing regarding their child's application for a Nursery place on the **12th May, 2017**.

10. Can my child go on a waiting list?

Any child, who is not given a place, can be added to a waiting list, held by the local authority. Children will be kept on this list until the 30th September, 2017.

11. What should I do when I find out that my child has been offered a school place?

The letter offering your child a place at a school will include a return slip. Please complete and return this slip as soon as possible in order that it can be recorded that you wish to accept the place for your child.

Should you have any further questions, or wish to discuss anything further, then please contact the Admissions Team on 01685 724620.

6. Beth sy'n digwydd os oes yna fwy o geisiadau nag sydd yna o leoedd ar gael?

Rhaid i'r Awdurdod Lleol (yr Awdurdod Derbyniadau) dderbyn plant hyd at y nifer o leoedd ysgol sydd ar gael (rhif derbyn). Os oes yna fwy o geisiadau na'r rhif derbyn, yna bydd yr awdurdod derbyn yn cynnig lleoedd i'r plant yn ôl y rhestr o reolau ar gyfer derbyn plant i'r ysgol. Gelwir y rheolau yn 'Feini Prawf Gordanysgrifio', ac maen nhw'n cael eu cymhwyso ar gyfer pob cais am ysgol sydd â mwy o geisiadau nag sydd yna o leoedd. Maen nhw'n cynnwys: lle yn yr ysgol; byw yn agos at yr ysgol; brodyr a chwiorydd yn yr ysgol; (Cyfeiriwch at 'Canllaw i Bolisi a Threfniadau Derbyn i Ysgolion 2017/18' am fanylion llawn).

7. Beth ddylwn i ei wneud os byddaf yn methu'r dyddiad cau ymgeisio?

Rhaid i chi wneud eich gorau glas i sicrhau fod eich cais yn cael ei anfon i'r awdurdod lleol erbyn y dyddiad cau cyhoeddedig (dyddiad cau ar gyfer ceisiadau Meithrin yw **16 Rhagfyr 2016**). Os byddwch yn hwyr yn anfon eich cais, mae'n bosibl na chaiff eich cais sylw ar yr un pryd â'r rheini a gyrhaeddodd yn brydlon. <u>Gallai hyn olygu y bydd eich plentyn yn colli ei le yn eich ysgol ddewisol</u>

8. Mae Pennaeth fy ysgol ddewisol wedi dweud wrthyf i fod lle ar gyfer fy mhlentyn. Ydy hyn yn wir?

Nid yw penaethiaid yn gallu dyrannu lleoedd ysgol, felly cysylltwch â'r awdurdod lleol os oes unrhyw ymholiadau gennych.

9. Pryd byddaf yn cael gwybod a oes lle gan fy mhlentyn?

Caiff rhieni eu hysbysu yn ysgrifenedig mewn perthynas â chais eu plentyn am le Meithrin ar **<u>12 Mai 2017.</u>**

10. A all fy mhlentyn gael ei roi ar restr aros?

Gall unrhyw blentyn nad yw'n cael lle, gael ei ychwanegu at restr aros y mae'r awdurdod lleol yn ei chadw. Caiff plant eu cofnodi ar y rhestr hon hyd 30 Medi 2017.

11. Beth ddylwn i ei wneud pan fyddaf yn canfod fod fy mhlentyn wedi cael cynnig lle mewn ysgol?

Bydd y llythyr sy'n cynnig lle i'ch plentyn mewn ysgol yn cynnwys slip ateb. Cwblhewch a dychwelwch y slip ateb hwn cyn gynted â phosibl er mwyn cofnodi eich bod am dderbyn y lle i'ch plentyn.

Os bydd unrhyw gwestiynau pellach gennych, neu os ydych am drafod unrhyw beth ymhellach, yna cysylltwch â'r <u>Tîm Derbyniadau ar 01685 724620.</u>

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Derbyniadau Meithrin

Taflen i rieni a gofalwyr

DARLLENWCH Y NODIADAU HYN YN OFALUS CYN DYCHWELYD EICH CAIS
Diben y wybodaeth a roddir ar y daflen hon yw helpu rhieni/gofalwyr i ddilyn y broses ymgeisio am leoedd ysgol i'w plant a fydd yn mynychu dosbarth meithrin ym mis Medi 2017. Efallai mai dyma'r tro cyntaf i chi wneud cais i'ch plentyn fynychu ysgol ym Mwrdeistref Sirol Merthyr Tudful.

1. Rwyf yn chwilio am le ysgol i fy mhlentyn, beth ddylwn i ei wneud?

Os oes defnydd o gyfrifiadur gennych, gallwch edrych ar ddogfen yr Awdurdod Lleol 'Canllaw i Bolisi a Threfniadau Derbyn i Ysgolion I2017/18' ar y wefan www.merthyr.gov.uk , a fydd yn eich helpu i bennu eich dalgylch ysgol yn ogystal â rhoi gwybodaeth bellach i chi mewn perthynas â Chyfrwng Cymraeg ac ysgolion ffydd. Os nad oes cyfrifiadur gennych, mae llyfrynnau ar gael ar ofyn oddi wrth yr Adran Ysgolion.

2. Os oes diddordeb gennyf mewn ysgol benodol, beth ddylwn i ei wneud?

Rhaid i chi gwblhau ffurflen gais ar gyfer pob cam o addysg eich plentyn e.e. **cyn Meithrin, Meithrin, o'r Meithrin i'r Derbyn, ac o'r ysgol gynradd i'r ysgol uwchradd (Blwyddyn 6 i Flwyddyn 7)**. Bob tro y byddwch yn gwneud cais am le mewn ysgol, **RHAID** dychwelyd y ffurflen gais i'r Awdurdod Lleol ac **NID** yr ysgol, erbyn y dyddiad cau a ragnodwyd.

3. A oes sicrwydd am le yn fy ysgol ddewisol?

Nac oes. Er y gallwch ddweud pa ysgol yr hoffech, efallai na fyddwch yn llwyddo i gael cynnig lle os nad oes digon o le yn yr ysgol honno.

4. Mae fy mhlentyn eisoes mewn lleoliad cyn Meithrin sydd ynghlwm wrth ysgol gynradd; a oes raid i mi wneud cais am le meithrin?

Oes, mae'n RHAID i chi wneud cais am le meithrin. Os na fyddwch yn gwneud cais am le yna mae'n bosibl y byddwch yn colli allan ar le yn eich ysgol ddewisol.
NID YW LLE MEWN MEITHRINFA'N GOLYGU BOD GENNYCH LE YN YR UN YSGOL.

5. A oes raid i mi wneud cais am le ysgol er fy mod i'n byw yn y dalgylch?

Oes. Ni fyddwch yn cael eich ystyried am le ysgol oni bai eich bod chi'n gwneud cais, hyd yn oed os taw dyma eich dalgylch ysgol.