

**CLOSING DATE FOR SECONDARY APPLICATIONS –  
21ST OCTOBER 2016**



Cyngor Bwrdeistref Sirol  
**MERTHYR TUDFUL**  
**MERTHYR TYDFIL**  
County Borough Council

# **Secondary Admissions Year 7**

## **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 secondary school in September 2017.

#### **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](http://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 your child to be considered for a place in secondary school for September 2017. Once you have completed the application form it **MUST** be returned to the Local Authority and **NOT** the school, by the prescribed closing date of **21st October, 2016**.

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

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

#### **5. 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, etc. (Please refer to 'A Guide to Policy and School Admission Arrangements 2017/18' for full details).

**6. 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 Secondary applications is **21st October, 2016**). 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.

**7. 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, only the local authority can do this, so please contact the local authority if you have any queries.

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

Parents will be notified in writing on **1st March, 2017** regarding their child's application for a secondary school place.

**9. Can my child go on a waiting list?**

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

**10. 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 have 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 ddylyn 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 cyhoeddus (dyddiad cau ar gyfer ceisadau Meithrin yw **21 Hydref 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 gyrraeddodd yn brydlon. Gallai hyn olygu y bydd eich plentyn yn colli ei le yn eich ysgol ddeuwol.

7. Mae Pennaeth fy ysgol ddeuwol wedi dweud wrthyf i fod lle ar gyfer fy mhentyn. Ydy hyn yn wir

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

8. Pryd byddaf yn cael gwybod a oes lle gan fy mhentyn?

Caiff rhieni eu hysbysu yn ysgrifenedig mewn perthynas â chais eu plentyn am le Meithrin ar **1 Mawrth 2017**.

9. A all fy mhentyn 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.

10. Beth ddylyn i ei wneud pan fyddaf yn canfod fod fy mhentyn 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 bellach gennyh, neu os ydych am drafod unrhyw beth ymhellach, yna cysylltwch â'r Tim Derbyniadau ar 01685 724620.

