



St Richard Gwyn Catholic High School
Transfer Application Information

Applying for Transfer to St Richard Gwyn Catholic High School

St Richard Gwyn Catholic High School is an English medium, 11-16, mixed, voluntary aided secondary school in the Vale of Glamorgan. The school serves the parishes of Our Lady and St Illtyd's, Llantwit Major, Cowbridge and Rhoose, St Helen's Barry, St Mary's Dinas Powys, and St Joseph's Penarth. Our designated feeder schools are St Helen's, Barry and St Joseph's, Penarth.

The Governing Body of the School is responsible for determining and administering the Policy relating to the admission of students to the School. It is guided in that responsibility by the requirements of the law, by the advice of the Diocesan trustees and its duty to the School and the Catholic community.

In accordance with the provisions of the Government of Maintained Schools (Wales) Regulations 2005, the Governing Body has delegated responsibility for determining admissions to its 'Admissions Panel', a sub-committee of the Board of Governors. The Admissions Panel will consider all applications without reference to the race, gender, ability, disability, social background or aptitude of the child.

An in-year application form should be used where a family seek a transfer to St Richard Gwyn Catholic High School from another school. You should not make an application using this form unless you have already discussed your intentions to transfer your child to St Richard Gwyn Catholic High School with the Head Teacher of the school your child currently attends / most recently attended. Once completed, the form should be sent, together with a certificate of baptism in the case of Catholic applicants, to "The Admissions Panel, St Richard Gwyn Catholic High School" at the address below.

The Governing Body's Admissions Panel will consider each application with reference to the published Oversubscription Criteria (below) and any specific recommendation from the Head Teacher. The applicant will be notified in writing of the decision of the Admissions Panel within 14 days of application.

In arriving at its decision, the Panel will be mindful of the current number of pupils in the school year concerned. Currently, this is limited to 163 in agreement with the Vale of Glamorgan and Welsh Government. If there is no place available at the time of application, the name of the applicant will be added to our waiting list unless you request otherwise. In the event that a place becomes available at a later date, the applications on the waiting list will be reviewed and the available place allocated with regard to the School's oversubscription criteria below. A prospective student's application will remain on the Waiting List until the end of the academic year, when the list will be cleared. If you wish the name to be added to the Waiting List for the following year, you will need to reapply.

Should the application be unsuccessful, you have the right to appeal the governor's decision. This should be done by writing to the admissions panel within 14 days of receipt of refusal letter.

Oversubscription Criteria and Order of Priority

Where the number of applicants for admission would exceed the Admission Number of 163, places will be allocated in the following order of priority:

1. Looked After Children

2. Baptised Catholic children.¹
3. Siblings² of children who are currently attending St Richard Gwyn Catholic High School.
4. Other children for whom families seek a specifically Catholic education.

Notes

1. Evidence of baptism must be submitted with the application form.
2. 'Sibling' is defined as a biological brother or sister, half brother or sister, adopted brother or sister, foster children who live at the same address as the sibling and who will still be on the school register at the time of admission. In the case of multiple birth children the governing body will seek to ensure that all children are admitted to avoid family separation;

In circumstances where, for reasons of capacity, it is not possible to admit all the children within a given criterion, preference will be given those whose homes are closest to the school as determined by the shortest practicable walking route; this is determined using the local authority distance measure.

Parents have a right of appeal against a refusal by the Governing Body to admit their child. If they wish to do so, they should put their appeal in writing to the Clerk to the Governors at the School within 14 days (10 working days) from the notification date. Appeals will be arranged, with an independent panel and conducted in accordance with the Schools Admissions Appeals Code.

Data Protection:

For all successful applications, the data contained in the application form will be stored on the school management information system and used for purposes outlined in the 'fair processes order'. Every effort is made to secure the accuracy and security of personal data held by the School. Under the Data Protection Act, individuals have the right of access to personal information held about them, and also the right for any errors to be corrected.

The Admissions Panel

St Richard Gwyn Catholic High School

Argae Lane

Barry

Vale of Glamorgan

CF63 1BL