

# Denbighshire Schools

Information for parents,  
guardians & carers

**School year 2015-2016**

# Denbighshire Schools

## Useful contact information

Department	Telephone number	Address	Email address / Website
<b>Additional Learning Needs (ALN)</b>	01824 708064	ALN Department Education Services County Hall Wynnstay Road Ruthin LL15 1YN	education@denbighshire.gov.uk  www.denbighshire.gov.uk/education
<b>Admissions</b>	01824 712622  For the Foundation Phase team (Early Years admissions), please call 01824 708024	School Admissions Customers & Education Support County Hall Wynnstay Road Ruthin LL15 1YN	admissions@denbighshire.gov.uk  www.denbighshire.gov.uk/admissions
<b>Children &amp; Young People's Partnership</b>	01824 712647	Children & Young People's Partnership County Hall Wynnstay Road Ruthin LL15 1YN	partnership.support@denbighshire.gov.uk  www.denbighshire.gov.uk/cypp
<b>Family Information Service</b>	01824 708220	Denbighshire Family Information Service Yr Hen Garchar 46 Clwyd Street Ruthin LL15 1HP	fis@denbighshire.gov.uk  www.denbighshire.gov.uk/fis
<b>Free School Meals (FSM) (eligibility)</b>	Parents who reside in Rhyl, please call:- 01824 706316 or 01824 706400  Parents who reside anywhere else in Denbighshire please call:- 01824 706302 or 01824 706312	Benefits Department Russell House Churton Road Rhyl LL18 3DP	benefits@denbighshire.gov.uk  www.denbighshire.gov.uk/education
<b>School Uniform Grants</b>	For year 7 pupils, call:- 01824 708331 or 01824 706429.  For pupils of other year groups, call:- 01824 708344	School Uniform Grants Russell House Churton Road Rhyl LL18 3DP	benefits@denbighshire.gov.uk  www.denbighshire.gov.uk/education
<b>Student Finance</b>	01824 708344	Student Finance Office Russell House Churton Road Rhyl LL18 3DP	student.finance@denbighshire.gov.uk  www.denbighshire.gov.uk/education
<b>Transport Eligibility</b>	01824 706109	School Transport Eligibility Customers & Education Support Learning & Communities County Hall Wynnstay Road Ruthin LL15 1YN	education@denbighshire.gov.uk  www.denbighshire.gov.uk/education
<b>Welfare Rights</b>	0800 169 6625  10am to 4pm only	Welfare Rights 64 Brighton Road, Rhyl, Denbighshire, LL18 3HN	welfare.rights@denbighshire.gov.uk  www.denbighshire.gov.uk

# Denbighshire Schools

Dear Parent/Guardian/Carer

Welcome to 'Denbighshire Schools', our information guide for parents/guardians/carers.

Choosing the right school for your child is a very important decision. This guide provides you with the information you need regarding the arrangements for admitting your child(ren) to a school in Denbighshire. The guide includes details on school admission procedures, school transport and other general information related to schools. I hope you find the information useful.

May I take this opportunity to wish your child every success in their school career.

**Karen Evans**  
*Head of Education*

If you need further information, please ask someone you know, who speaks English or Welsh, to telephone 01824 706101

اگر آپ کو مزید معلومات درکار ہوں تو براے مہربانی انگریزی یا ویلش زبان جاننے والے اپنے کسی واقف کار سے کہیں کہ وہ آپ کی جانب سے فون نمبر 01824 706101 سے رابطہ کریں۔

আপনার যদি আরো তথ্যের প্রয়োজন হয়, তাহলে আপনার জানা ইংরেজী অথবা ওয়েলশ ভাষা বলতে পারেন এমন কাউকে অনুগ্রহ করে 01824 706101 নম্বরে টেলিফোন করতে বলুন

如果你需要更多信息, 请让一位你认识的且会说英文或威尔士语的人电话联络 01824 706101

Kung kailangan ninyo ng karagdagang pabatid, magtanong po lamang kayo sa sino mang marunong mag-salita ng English o kaya ng Welsh sa pamamagitan ng telepono 01824 706101

ถ้าท่านต้องการรายละเอียดเพิ่มเติม โปรดถามผู้ที่ท่านรู้จักที่พูดภาษาอังกฤษหรือภาษาเวลช์ได้ เพื่อโทรศัพท์หมายเลข 01824 706101

**Contact address for primary, secondary or special school admission enquiries:-**

**School Admissions  
Customers & Education Support  
Denbighshire County Council  
County Hall  
Wynnstay Road  
Ruthin  
LL15 1YN**

Alternatively you can contact us by:-

**Telephone:** 01824 706101

**Email:** admissions@denbighshire.gov.uk

**Website:** www.denbighshire.gov.uk/admissions

In this booklet we use the word 'parent(s)' for parent(s), guardian(s) or carer(s) of a child

# Denbighshire Schools

## Section 1 Admissions introduction

Denbighshire County Council is the admissions authority for all community and voluntary controlled schools in Denbighshire. It is important that parents read the information provided in this booklet, and understand our admissions policy (details of our school transport policy are available on pages 15–18).

### 1.1 How to apply for a school place

#### Admission application forms are available from:

- our website [www.denbighshire.gov.uk/admissions](http://www.denbighshire.gov.uk/admissions)
- any primary school in Denbighshire

#### Read and complete the form:-

Parents need to be aware of: the oversubscription criteria, why returning the form is essential, when and where to return it to.

#### Return the form to:-

School Admissions, Customers and Education Support, Denbighshire County Council, County Hall, Wynnstay Road, Ruthin, LL15 1YN, **not to a school**. If completing the online form, you only need to click 'submit'.

It is important that parents return their application form by the correct deadline date (see below). These dates will be used for entry to all schools in Denbighshire for the 2015 school year.

Admission to:	Forms available from:	Return form to Admissions department by:	You will be informed of your application's outcome by:
Secondary	01/09/2014	24/10/2014	01/03/2015
Infant to Junior	01/09/2014	28/11/2014	16/04/2015
Reception	01/09/2014	28/11/2014	16/04/2015
Nursery	01/09/2014	23/02/2015	15/05/2015

**If the form is returned by post, we recommend getting proof of postage from the post office. Forms submitted electronically are acknowledged by email.**

#### When we receive an application:

Application forms are input into a central system and when the deadline date for returning applications has passed, we allocate available places.

Once all applications (for those who applied before the deadline) have been processed, we will write to all parents by the dates in the table above, with the outcome of their applications. Parents who apply late will hear from us after the published deadline dates.

#### Offer letters:-

On receipt of the offer letter, parents are given the opportunity to decline the placement and give their reason why. This must be returned to the Authority using the address provided. Parents do not need to return their slip if they accept the offer.

#### Refusal letters:-

When we are unable to offer places at a requested school, refusal letters are sent to parents. If parents have the right to appeal (refer to section 1.12 for details), guidance will be provided with the letter.

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Parents have the right to express a preference for any school appropriate to the child's age. For entry into the 2015 school year, children must be born within the following dates:-

**Nursery** stage - 01/09/2011 to 31/08/2012

**Reception** stage - 01/09/2010 to 31/08/2011

**Infant to Junior** stage - 01/09/2007 to 31/08/2008

**Secondary** stage - 01/09/2003 to 31/08/2004

The right to express a preference does not guarantee admission to that school.

## 1.2 Additional Learning Needs (ALN) provision

The aim of the Local Authority is to make suitable and relevant educational provision for all children with Additional Learning Needs (whether stated or not stated), so that they are able to develop to their full potential.

Pre-school children with Additional Learning Needs are identified by an outside agency. Children of school age with Additional Learning Needs will be identified in the first instance by school staff. Following a period of specific intervention and depending on the level of need, children with identified Additional Learning Needs may be assessed by a team of professionals, which could include Educational Psychologists, teachers with specific skills and specialists in community medicine. Arrangements will then be made to provide suitable educational provision.

Section 324 of the Education Act 1996 requires a maintained school that is named in a statement of Special Educational Needs (SEN) to admit the child, even if by doing so the Admission Number for the school is exceeded. Therefore, if appropriate and, in accordance with parent's parental preference, provision will be made available in mainstream schools. Parents who wish to appeal against the named school in a statement, or against the fact that no school has been named, can appeal to the Special Educational Needs and Disability Tribunal for Wales.

## 1.3 Admissions policy during the normal admissions round for schools maintained by the Local Authority

### 1.3.1 Community Primary and Community Secondary

Community Primary (CP) and Community Secondary (CS) schools are maintained by the Authority. Admission to CP and CS schools is the responsibility of Denbighshire County Council in accordance with the Admissions policy.

### 1.3.2 Voluntary Controlled schools

Denbighshire County Council is also responsible for admission to Voluntary Controlled (VC) schools. VC schools offer education based on Christian principles and values. In Denbighshire all of the VC schools are affiliated to the Church in Wales. Please refer to the schools list for more information, page 26 onwards.

## 1.4 Early education

The Welsh Government provides funding for Local Authorities to offer free part-time places for children from the term following their 3<sup>rd</sup> birthday. The Authority funds places within the voluntary and private sector at the beginning of the term following a child's 3<sup>rd</sup> birthday, until the end of that academic year. Settings in the voluntary/non-maintained sector must be registered with Denbighshire County Council's Foundation Phase Team and CSSIW and NDNA, WPPA or MYM to ensure high standards and quality provision.

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To make an application for this provision parents should contact the Foundation Phase Team or the non-maintained setting Leader for an application form.

In order to register a child for Early Education, a copy of the child's birth certificate and proof of address will be required.

## 1.5 Admission to Nursery class 2015

Denbighshire County Council offers a free part-time Nursery place to every child **at the beginning of the academic year after their 3<sup>rd</sup> birthday**. Nursery provision is available on a part-time basis at all Community, Infant and Primary schools. An application for admission to the Nursery class at an infant/primary school, during the normal admissions round, must be made to the Authority by 23<sup>rd</sup> February 2015

If the requested nursery school is full, then the oversubscription criteria (detailed in 1.9) will be applied. There is no right of appeal against a refusal at nursery stage.

**Admission to a nursery class or unit of a particular infant or primary school does not guarantee admission to that school for full-time education. Parents must complete a separate application during the appropriate admission round for entry into Reception class.**

## 1.6 Admission to Primary schools 2015

The Authority will admit a child to a community Infant/Primary school for full-time education, at the beginning of the school year, after their 4<sup>th</sup> birthday. An application for admission to the Reception class at an Infant/Primary school, during the normal admissions round, must be made to the Authority by 28<sup>th</sup> November 2014. Children do not legally have to attend school until the beginning of the term after their 5<sup>th</sup> birthday.

Parents of children in Year 2 of an Infant school will be required to submit a parental preference form when transferring to Junior/Primary school.

If the requested year group is full, then the oversubscription criteria (detailed in 1.9) will be applied. There is a right of appeal (page 10) against refusal of a place.

**By law, parents who express a preference are given priority for admission over those who do not.**

## 1.7 Admission to Secondary schools 2015

Pupils normally transfer from Junior/Primary school to secondary school at the beginning of the school year after their 11<sup>th</sup> birthday. An application must be submitted by 24<sup>th</sup> October 2014

If the requested year group is full, then the oversubscription criteria (detailed in 1.9) will be applied. There is a right of appeal (page 10) against refusal of a place.

**By law, parents who express a preference are given priority for admission over those who do not. If a parent does not express a preference, it will be less likely that the child will gain entry at the preferred school.**

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## 1.8 Education after statutory school age (post 16 provision)

Pupils complete their period of statutory education on the final Friday in June during the school year in which they reach their 16<sup>th</sup> Birthday. On completion of statutory education, pupils can continue their education at Secondary school where there is VI<sup>th</sup> form provision, or can apply for a place at their local further education establishment. Please contact individual institutions for their admissions policy and course availability.

## 1.9 Oversubscription criteria for all schools maintained by the Local Authority

If more parents express a preference for a particular school year than there is room for, then the oversubscription criteria will be applied in the following rank order:

1.	Children who have Looked After Children status, and “previously Looked After Children”.
2.	Children who have a statement of Special Educational Needs, which names the requested school.
3.	Children for whom the preferred school is the nearest ‘suitable school’ by shortest walking route, in terms of the applicant’s: age, Welsh language choice or faith preference for schools affiliated to the Church in Wales.
4.	Children who will have a sibling at the requested school on the expected admission date.
5.	Multiple birth children, whose siblings have applied for a place in the same year group.
6.	Children who do not qualify under criteria 1-5, ranked by the distance from their home to the requested school’s gate, measured by the shortest walking route.

As a tie-breaker for all criteria, children who live nearest to the requested school will rank highest for places.

### Definitions:-

#### Distance

All distances are calculated by plotting the shortest **walking** route from the home address to the nearest available school gate using an ordinance survey-based mapping system.

#### Looked After Children

A ‘Looked After Child’ is ‘Looked After’ by a Local Authority in accordance with Section 22 of the Children Act.

#### ‘Suitable school’

‘Suitable school’ is determined as the nearest school which is appropriate for the applicant’s age, Welsh language preference and faith preference (Voluntary Controlled schools affiliated to the Church in Wales). These are determined by the distance of the shortest walking route from the pupil’s home to the nearest available school gate.

#### Multiple Birth Children

Twins, triplets, quadruplets, quintuplets etc, residing at the same address and applying for places in the same year group. If it is not possible for the Authority to offer places at the preferred school to all multiple birth children, residing at the same address and applying for places in the same year group, the Authority will offer places for all of those multiple birth children at the nearest suitable school with available places.

#### Siblings

A sibling is classified as a full, half, step (whether by marriage or cohabiting), adopted or fostered brother/sister. For a sibling link to be considered:-

- siblings must reside at the same address as the applicant at the time of the application;

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- the elder sibling must be of statutory school age and still be on roll at the requested school when the younger child is eligible to attend.

## 1.10 Faith schools

Denbighshire County Council is responsible for admission to Community Primary (CP), Community Secondary (CS) and Voluntary Controlled (VC, Church in Wales) schools in the county. These schools are detailed from page 26 onwards.

In addition, there are Voluntary Aided (VA) and Voluntary Aided Trust (VA Trust) schools. Admission to these schools is the responsibility of the individual Governing Body. Details of all VA and VA Trust schools' admission criteria are listed on pages 12 & 13.

If parents would like their child(ren) to be educated at a Voluntary Aided faith school in Denbighshire (Church in Wales or Roman Catholic), they must complete the relevant application form. A copy of this form will be passed to the Local Authority by the school.

The Governing Body at the following VA and VA Trust schools is responsible for admission to that school:-

### Primary

Ysgol Mair (VA)

Ysgol Trefnant (VA)

St. Brigid's Primary (VA Trust)

### Secondary

St. Brigid's Secondary (VA Trust)

Blessed Edward Jones Catholic High School (VA)

When an application is assessed for free school transport to a faith school, then the 'nearest suitable school' is used as part of the criteria (please refer to our transport policy, pages 15–18).

## 1.11 Welsh language in Denbighshire schools

Parents can apply for a place at any school, and the Authority will make an offer if a place is available. However, when we work out whether a child is entitled to free home to school transport, or when we have received more applications for a school than there are places, then the 'nearest suitable school' is used as part of the criteria.

### 1.11.1 'Nearest suitable school' at Primary stage (Foundation Phase (Key Stage 1) and Key Stage 2)

The Authority considers schools which are categorised as Welsh or Dual stream (in some cases) as the 'nearest suitable school' for pupils living in communities served by these schools, regardless of the pupil's home language.

- The majority of Nursery, Reception and Year 1 pupils attending Welsh medium or opting for Welsh at a Dual stream school, easily develop competence and confidence in both Welsh and English, regardless of the family home language. In some cases this is not appropriate due to individual circumstance of the school or pupil and another school may be considered as the 'nearest suitable school'. Please contact School Admissions for more information or clarification. Contact details are included on page 1.
- The Welsh Advisory Team provide Welsh language support to pupils who move into the area and other latecomers to the Welsh Language, aged 7-11, at Welsh or Dual stream schools.
- If parents express a preference for education through the medium of Welsh, pupils are eligible for free home to school transport in accordance with the transport policy, to the nearest Welsh or Dual stream school to their home address.

### 1.11.2 'Nearest suitable school' at secondary stage (Key Stage 3 and 4)

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For pupils living **North of the Dee Valley**, Secondary education through the medium of Welsh is provided at:-

- Ysgol Glan Clwyd, in St Asaph; and
- Ysgol Brynhyfryd, in Ruthin.

For the purpose of oversubscription and transport eligibility, the 'nearest suitable school' is the closest of the two schools to the pupil's home address.

For pupils living **in, or South of the Dee Valley**, secondary education through the medium of Welsh can be provided in the:-

- Welsh stream at Ysgol Dinas Brân, where at least 80% of subjects are available through the medium of Welsh.

However, if a parent expresses a preference for an education wholly through the medium of Welsh for their child, this is provided at:-

- Ysgol Brynhyfryd, in Ruthin;
- Ysgol Berwyn, in Bala; and
- Ysgol Morgan Llwyd, in Wrexham.

For the purpose of transport eligibility for education wholly through the medium of Welsh, the 'nearest suitable school' is the closest of the three schools to the pupil's home address.

## **Extended Welsh Learner 'N' stream at Ysgol Brynhyfryd**

This stream is considered to be suitable for pupils who have learnt Welsh as a second language and who, by the end of Key Stage 2, have a good understanding of the language. These are usually pupils transferring from category 2 and category 3 Primary schools. The Welsh first language programme of study is followed in the Welsh lessons to develop the pupils' competency in the language and to provide work that is more challenging than that covered in the Welsh second language programme of study. However, second language methodology is used to consolidate language patterns and extend vocabulary. This is a bridging group between the two programmes of study and is not considered suitable for pupils who have followed the curriculum through the medium of Welsh in the primary school. The 'N' stream will be taught some subjects through the medium of Welsh and the form tutor will use the language during tutor periods. Pupils' competency and confidence in the Welsh language will be assessed at the end of Key Stage 2 and advice provided on the most appropriate provision in terms of ensuring linguistic progression.

The 'N' stream is for Welsh learners; it is not bilingual provision. For the purpose of oversubscription and transport eligibility, this provision is considered as expressing a preference for Welsh medium education.

## **Welsh Language Immersion Scheme at Ysgol Glan Clwyd**

The Welsh language immersion pilot scheme is currently available to pupils living in the community served by Ysgol Glan Clwyd who:-

- have been educated through the medium of English at Primary stage; and/or
- are latecomers to Welsh language at primary stage.

Pupils who opt to be educated through the medium of Welsh from Year 7 onwards are supported through intensive Welsh lessons in their Primary school from January through to May. They then spend the last 5 weeks of term at Ysgol Glan Clwyd. In Years 7 and 8, these pupils follow the whole curriculum through the medium of Welsh and are fully supported by specialist teachers. By the end of Year 8, the expectation is that the pupils will be fully bilingual.

For the purpose of oversubscription and transport eligibility, this provision is considered as expressing a preference for Welsh medium education.

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Language categorisation in schools				
Category	Curriculum	Language of the School	Outcomes	Schools
<b>Welsh-Medium Primary School – Category 1</b>	All Pupils in the Foundation Phase experience the areas of learning through the medium of Welsh. Welsh is the main teaching medium at junior stage with at least 70% of the teaching through the medium of Welsh. English is introduced formally as a subject at junior stage and is taught through the medium of English, and English may occasionally be used for some aspects of some subjects.	Welsh is the language of the day to day business of the school. Welsh is used as the language of communication with the pupils and for the school's administration. The school communicates with parents in both languages.	The normal expectation is that pupils, regardless of home language, will be able to transfer easily to Welsh medium secondary provision and by the end of junior stage will have reached a standard in English equivalent to that reached by pupils in predominantly English medium schools.	Ysgol Betws Gwerful Goch Ysgol Clocaenog Ysgol Bro Dyfrdwy, Cynwyd Ysgol Twm o'r Nant, Denbigh Ysgol Bro Elwern, Gwyddelwern Ysgol Henllan Ysgol Gwernant, Llangollen Ysgol Bro Cinmeirch, Llanrhaeadr Ysgol Pentrecelyn Ysgol y Lllys, Prestatyn Ysgol Pant Pastynog, Prion Ysgol Dewi Sant, Rhyl Ysgol Pen Barras, Ruthin Ysgol Tremeirchion
<b>Dual Stream Primary School – Category 2</b>	Two types of provision exist side-by-side in these schools. Parents/pupils opt either for the mainly Welsh-medium or mainly English-medium provision which is usually delivered as in categories 1 and 5 respectively.	Both Welsh and English are used in the day to day business of the school. The language of communication with the pupils is determined by the nature of the curricular provision, but in some schools high priority is given to creating a Welsh-language ethos throughout the school. The school communicates with parents in both languages.	For pupils in the Welsh stream, normal expectations are as for category 1. For pupils in the English medium stream, normal expectations are as for category 5.	Ysgol Cyffylliog Ysgol Llanfair Ysgol Rhewl
<b>Predominantly English Medium primary school but with significant use of Welsh – Category 4</b>	Pupils in the Foundation Phase experience the areas of learning in both languages but with greater emphasis on English. In junior stage, both Welsh and English is used in teaching but there is greater emphasis on English. Welsh is used as the medium of teaching or learning for between 20% and 50% of the primary curriculum overall.	The day to day language or languages of the school are determined by the school's linguistic context. Both languages are used as languages of communication with the pupils and for the school's administration. A high priority is given to creating a Welsh ethos. The school communicates with parents in both languages.	The normal expectation is that pupils will transfer to English medium secondary provision, but will have attained enhanced Welsh second language skills. Some pupils may be able to pursue a limited number of subjects through the medium of Welsh at secondary level where these are offered.	Ysgol Carrog Ysgol Caer Drewyn, Corwen Ysgol Bryn Clwyd, Llandyrnog Ysgol Llywelyn, Rhyl Ysgol Dyffryn Ial, Llandegla
<b>Predominantly English medium primary school – Category 5</b>	All pupils in the Foundation Phase experience the areas of learning mainly through the medium of English. English is the main teaching medium at junior stage. Welsh is taught as a second language in junior stage, and some aspects of some subjects may be taught in Welsh. Less than 20% of the teaching is through the medium of Welsh.	English is the language of the day to day business of the school, but some Welsh is also used as a language of communication with the pupils with the aim of improving their capacity to use everyday Welsh. The school communicates with parents either in English or in both languages.	The normal expectation is that pupils will transfer to English medium secondary provision and continue to learn predominantly through the medium of English, learning Welsh as a second language.	Ysgol y Faenol, Bodelwyddan Ysgol Bodfari Ysgol Cefn Meiriadog St Brigid's, Denbigh Ysgol Frongoch (Junior), Denbigh Ysgol Pendref, Denbigh Ysgol y Parc (Infants), Denbigh Ysgol Hiraddug, Dyserth Ysgol Gellifor Ysgol Bro Famau, Llanarmon Yn Ial & Llanferres Ysgol Llanbedr Ysgol Bryn Collen, Llangollen Ysgol Melyd Ysgol Bodnant, Prestatyn Ysgol Clawdd Offa, Prestatyn Ysgol Penmorfa, Prestatyn Ysgol y Castell, Rhuddlan Ysgol Bryn Hedydd, Rhyl Ysgol Emmanuel C.P., Rhyl Ysgol Mair R.C., Rhyl Ysgol Christchurch, Rhyl Ysgol Borthyn, Ruthin Ysgol Rhos Street, Ruthin St Asaph V.P. (Infants) Ysgol Esgob Morgan (Juniors), St Asaph Ysgol Trefnant

## 1.12 Appeals procedure

If the Authority is unable to meet parental preference, parents will be notified in writing with details of the reasons for refusal. Parents will be advised of their right of appeal to an independent panel, and be provided with a form which must be completed if they wish to appeal against the Authority's decision to refuse the application. Parents will also be offered a place for their child at the nearest suitable school with available places. They can also opt to apply for a place at an alternative school of their choice.

Parents can decide to:-

- Proceed to appeal; or
- Accept the place offered at the nearest suitable school with available places; or
- Proceed to appeal and accept the place offered at the nearest suitable school with available places; or
- Make a new application to an alternative school of their choice and proceed to appeal; or
- Make a new application to an alternative school of their choice only.

In the case of an appeal, the Authority will initiate the statutory appeals procedure and an independent panel will be arranged to hear the appeal. Parents will be given an opportunity to present their case at the hearing and may be accompanied by a friend or representative. The appeal panel's decision will be final.

Parents cannot appeal for entry at Nursery stage.

For academic year 2014 entry, the Authority received the following appeals at Reception stage:-

	Appeals	Successful	Unsuccessful
Ysgol Bryn Hedydd, Rhyl	3	2	1

## 1.13 Late applications during the normal admission round

Applications received after the deadline date (available on page 3) will be considered for available places at the requested school, on the date they are received by the Authority. If there are places available at the requested school, they will be offered to late applicants. If the admission number for the requested school is breached by late applications received on a particular date, all applications which have been received on that date will be ranked against the Authority's Oversubscription Criteria (1.9) for available places. All unsuccessful applicants will be added to the school's oversubscription waiting list (1.15) and applicants will be offered both a place at an alternative school and the opportunity to appeal (excluding applications for a nursery class) to an independent appeal panel against the decision taken by the Authority to refuse a place at the requested school.

## 1.14 Change of schools within Denbighshire outside the normal admission round

If you are relocating into, or within, Denbighshire, outside the normal admission round, in the first instance please visit [www.denbighshire.gov.uk/admissions](http://www.denbighshire.gov.uk/admissions) or contact School Admissions on 01824 706101 to make an application for a school place. In normal circumstances an application will be dealt with within 15 school days or 28 calendar days, whichever is sooner.

Parents seeking a transfer, due to concerns with their child's progress or any other problems, are advised as a first step to discuss issues with the Headteacher of the child's present school. Following these discussions, parents who still wish to seek a transfer, should contact School Admissions on 01824 706101. The transfer request will be considered within the context of the Authority's admission policy. If the Authority is unable to admit in accordance with parental preference, then the parents are entitled to appeal against that decision, unless the application is for a Nursery place. Parents are reminded that moving their child between schools should be viewed as a last resort, and every effort should be made to resolve any issues before completing a School Transfer form.

**Normally, a change in school may only take place at the beginning of a school term.**

## 1.15 Oversubscription waiting lists

The Authority operates waiting lists for oversubscribed schools.

### **During the normal admission round**

Following the allocation of places during the normal admission round, where applications for a particular school have reached the Admission Number (AN), unsuccessful applicants will remain on an oversubscription waiting list until 30<sup>th</sup> September 2014. Should additional places become available, they will be allocated to children on the waiting list regardless when the application was returned, in accordance with the oversubscription criteria.

### **Outside of the normal admission round**

When an application to an oversubscribed school is made outside of the normal admission round, unsuccessful applicants will be added to an oversubscription waiting list for a period of six weeks. If parents wish to extend the period their child's name is on the list by further six week periods, they should contact School Admissions. Should additional places become available they will be allocated to children on the waiting list at that time in accordance with the oversubscription criteria.

## 1.16 False or fraudulent information

When we determine whether the preferred school is the nearest suitable school to the pupil's home address, the Authority will only use the permanent address of the parent or legal guardian to satisfy the admissions criteria, irrespective of the family's domestic arrangements. In cases where both parents do not live at the same address, and the child stays with each of the parents during the school week, we will use the address at which child benefit is claimed.

The address of a relative, childminder or any other person, must not be given. The Local Authority must be informed immediately of any change to the child's permanent home address.

The Authority reserves the right to seek clarification. The Authority may request copies of official documentation.

When a parent gives fraudulent or intentionally misleading information in order to obtain a place at a school for their child, the Local Authority reserves the right to withdraw the offer of a place. Where a place is withdrawn, the application may be resubmitted and if refused, the parent is entitled to appeal against the decision.

## 1.17 Admission to Voluntary Aided and Voluntary Aided Trust schools

Voluntary Aided and Voluntary Aided Trust schools in Denbighshire share a common timetable for applications. Please see page 3 for details.

Admissions to Voluntary Aided (VA) schools are subject to the policy established by the Governing Body at the school. Please contact the relevant VA school for a copy of their policy in full. Pages 12-13 include details of the oversubscription criteria for each of the VA schools in Denbighshire.

# Denbighshire Schools

Primary schools	Admission criteria (extracted from the schools' admission policy)
<b>Ysgol Mair</b> <b>Roman Catholic</b> <b>(VA)</b>	<ol style="list-style-type: none"> <li>1. Baptised Catholic 'Looked After' children, in the care of a local authority, within the parishes served by the school.</li> <li>2. Baptised Catholic children within the parishes served by the school.</li> <li>3. Other Baptised Catholic children.</li> <li>4. Looked After Children who are in the care of a local authority (children in care) or provided with accommodation by them (e.g. children with foster parents).</li> <li>5. Children who have a brother or a sister at the school at the time of likely admission.</li> <li>6. Children of other Christian Denominations.</li> <li>7. Non-Catholic children who have a brother or sister in the school at the time of admission.</li> <li>8. Children of other faiths whose parents seek Catholic schooling.</li> <li>9. Non-Catholic children whose parents seek Catholic education.</li> <li>10. Children for whom the LEA has specifically asked for a place at the school and whose parents support and show understanding of the school's ethos and Mission.</li> </ol>
<b>Ysgol Trefnant</b> <b>Church in Wales</b> <b>(VA)</b>	<ol style="list-style-type: none"> <li>a) Looked after children who are baptised members of the Church in Wales</li> <li>b) Looked after children of other Faiths</li> <li>c) Pupils whose home address is within the ecclesiastical parish boundaries of Holy Trinity Trefnant. (giving a higher priority to pupils who also meet criteria (d) below</li> <li>d) Pupils with a sibling who will continue to be at the school in the next academic year i.e. not in Year 6. (see definition of sibling below).</li> <li>e) Pupils whose parents (see definition) are attached to Holy Trinity Church Trefnant first, or one of its group parishes.</li> <li>f) Pupils whose parents (see definition) are attached to another Anglican Church and for whom this is the nearest Aided School.</li> <li>g) Pupils whose parents (see definition) are active members of a non-Anglican Christian denomination and for them this is the nearest Church School.</li> <li>h) Pupils whose parents are active members of another faith and also express a desire for a Church School education.</li> <li>i) Other pupils.</li> </ol> <p>Exceptional medical circumstances (supported by medical evidence) may override the above.</p> <p>Please note, any child for whom the school is named in a statement of special educational needs will be admitted before the application of oversubscription criteria.</p> <p>For criteria e-h the Governors will seek information about the frequency of attendance at services and degree of involvement in the work of the church and seek confirmation of these details from the local priest or minister.</p> <p>Within each category those living nearest to the school are accorded higher priority, which will be calculated on a straight line measured from home to school.</p>
<b>St Brigid's School</b> <b>Roman Catholic</b> <b>religious character</b>  <b>(VA trust)</b>	<ol style="list-style-type: none"> <li>a) Looked-after (children in public care) and previously looked-after children;</li> <li>b) Children with a statement of special educational needs naming St. Brigid's School;</li> <li>c) Children from serving Armed Forces families, supported by the Ministry of Defence;</li> <li>d) Children with a sibling (full, half, step, adopted and fostered brothers and sisters) in statutory education (Primary or Secondary Department) or in the Sixth Form at the school, living at the same address;</li> <li>e) Baptised Roman Catholics;</li> <li>f) Children of other denominations, and whose application is supported by a Minister of Religion;</li> <li>g) Children who have no religious denomination, whose parents wish them to have a Catholic education.</li> </ol> <p>The Governors may increase the priority of an application, where evidence is provided at the time of application, for children with exceptional social or medical needs where this is supported by a report (obtained by the applicant) from a Doctor, Social Worker or the LA, or other relevant agency. The report must clearly justify for health reasons or the social circumstances of the child (not parent/carer) why it is better for the child to attend the School rather than any other school. The information will be discussed with the relevant parties within the School and Governing Body, and if necessary the appropriate officer of the Local Authority, and all facts will be taken into consideration before the allocation of places.</p> <p>In the event of oversubscription in any of the above categories, places will be allocated to those living nearest to the school. Distance will be measured along the shortest driving route to the school gate, verified by Google Maps.</p>

# Denbighshire Schools

Secondary school	Admission criteria
<p><b>Blessed Edward Jones Catholic High School</b></p> <p><b>Roman Catholic</b></p> <p><b>(VA)</b></p> <p>When making an application to Blessed Edward Jones for secondary provision, you must complete the form provided by the Authority, clearly stating Blessed Edward Jones as a preference. You will then receive additional paperwork from the school that they require for your application.</p>	<p>Parents requesting admission to the school for their children are welcome to telephone school and request an application form and an appointment with the Headteacher.</p> <p>The criteria for entry are as follows:</p> <ol style="list-style-type: none"> <li>a) Looked after children of the faith</li> <li>b) Looked after children not of the faith</li> <li>c) All baptised Catholic children within the catchment area of the school.</li> <li>d) Governors will consider applications from other Catholic children.</li> <li>e) Children who have attended Catholic primary schools.</li> <li>f) Brothers and sisters of pupils already attending the school.</li> <li>g) Children with Additional Educational Needs for whom the school may be the most appropriate.</li> <li>h) Children whose parents are practising Christians and are seeking a denominational education for their child(ren), which is not available in their local area</li> <li>i) Children for whom the Local Education Authority specifically asks for a place.</li> <li>j) Children whose parents, for reasons of race or religion, seek the special support of the distinctive nature of a Catholic School.</li> <li>k) Other children - when the Governors are satisfied that the religious teaching, and distinctive nature of the School are of prime importance to those making the application.</li> </ol>
<p><b>St Brigid's (VA trust)</b></p> <p>When making an application to St Brigid's for secondary provision, you must complete the form provided by the Authority, clearly stating St Brigid's as a preference. You will then receive any additional paperwork which is required to be considered for admission to this school, including details of the entrance examination.</p>	<ol style="list-style-type: none"> <li>1. Looked-after (children in public care) and previously looked-after children;</li> <li>2. Children who have a statement of Special Educational Needs, which names the School;</li> <li>3. Children from serving Armed Forces Families, supported by the Ministry of Defence.</li> <li>4. Children who have achieved the equivalent of Level 4 (the expected national average) at Key Stage 2 in English, Maths and Science in the Governors Entrance Examination in the following order of priority:             <ol style="list-style-type: none"> <li>a) Children with a sibling (full, half, step, adopted and fostered brothers and sisters) at the school, living at the same address; pupils of multiple birth families in the event that only one is on the pass list.</li> <li>b) Baptised Roman Catholics;</li> <li>c) Children of other Denominations and whose application is supported by a Minister of Religion;</li> <li>d) Children who have no religious denomination, whose parents wish them to have a Catholic education.</li> <li>e) Children who did not achieve the required Level in the Governors' Entrance Examination in the order of priority as listed at paragraph 3d.</li> </ol> </li> </ol> <p>The Governors may increase the priority of an application where evidence is provided at the time of application, for children with exceptional social or medical needs where this is supported by a report (obtained by the applicant) from a Doctor, Social Worker or the LA, or other relevant agency. The report must clearly justify for health reasons or the social circumstances of the child (not parent/carer) why it is better for the child to attend the School rather than any other school. The information will be discussed with the relevant parties within the School and Governing Body, and if necessary the appropriate officer of the Local Authority, and all facts will be taken into consideration before the allocation of places.</p> <p>In the event of oversubscription in any of the above categories, places will be allocated to those living nearest to the school. Distance will be measured along the shortest driving route, verified by Google Maps.</p>

Further information on the admission of any pupil is available from the Head of the VA / VA Trust school in question. Contact details are listed from page 26 onwards.

## 1.17.1 Appeals procedure at Voluntary Aided / Voluntary Aided trust schools

If a pupil is refused a place at a Voluntary Aided / Voluntary Aided Trust School a parent has the right to appeal against the decision to an independent appeal panel. The individual school concerned will provide advice about the appeals procedure.

# Denbighshire Schools

## 1.18 Independent schools

If your child currently attends a Denbighshire school and you are intending to transfer them to an independent school during the normal admissions round, please state this on the Authority's parental preference form. If you wish to transfer your child to an independent school during the school year, please contact School Admissions (details on page 1) to inform us of your decision.

## 1.19 Neighbouring Authorities

If you are a resident in Denbighshire and you wish to express a preference for a school in a neighbouring Authority, you should complete the appropriate Denbighshire form and return it to School Admissions (contact details on page 1). Denbighshire has coordinated admission arrangements with neighbouring counties.

For information purposes, contact details for other Local Authorities are included below:-

Local Authorities	Admissions Office, telephone number
Conwy	01492 575592
Denbighshire	01824 706101
Flintshire	01352 704068
Gwynedd	01286 679904
Wrexham	01978 298991

## Section 2 Transport policy

The Education Act 1996 (as amended) sets out the law for the attendance of pupils at school. The Learner Travel (Wales) Measure 2008 (“the Measure”) sets out related provisions for school/learner transport in Wales. Denbighshire’s transport policy complies with the statutory guidance contained within the “Measure”.

### 2.1 Statutory transport provision

The Authority provides free transport for pupils of statutory school age attending:-

- **Infant, Primary or Junior school**, if a child resides **over two miles**, from the **nearest suitable school** (measured by the shortest walking route);
- **Secondary school**, if the child resides **over three miles**, from the **nearest suitable school** (measured by the shortest walking route).

In addition, the Authority provides free transport for pupils if:-

- a pupil is of statutory school age and the Authority considers the route to school to be hazardous;
- a pupil attending their nearest suitable school requires transport on medical grounds and no appropriate public transport exists (such requests must be supported by written medical evidence from the pupil’s medical consultant);
- transport to an identified school is essential in the judgement of the Authority or in a pupil’s statement of Special Educational Needs. This would normally be on medical or educational grounds (individual cases must be supported by a statement from a registered medical professional, an education professional or registered social worker).

#### **Nearest suitable school**

Transport will be provided to the nearest suitable school, measured by the shortest walking route. The nearest suitable school is deemed by the Authority to be one which:-

- provides education for the relevant age of a pupil;
- is the nearest school to meet the language preference in accordance with the Authority’s policy on Welsh medium education;
- is the nearest faith school;
- in the judgment of the Authority, is the nearest school which provides a reasonable range of courses suitable to the abilities, aptitudes and requirements of an individual.

**N.B. The Authority has no legal responsibility to provide free transport to pupils who are not of statutory school age.**

For more information, please contact School Transport on 01824 706109.

### 2.2 Other transport provision

#### 2.2.1 Concessionary transport

The Authority may provide concessionary transport, at a cost, where a pupil does not qualify on the above criteria but can be placed on an existing contract transport route, which has empty seats. In these circumstances:-

- A charge will apply, currently £50 per term (subject to an annual review);
- Concessions may be withdrawn at short notice, with pro-rata rebate, when seats become unavailable;

# Denbighshire Schools

- Under the Transport Act 1985, concessionary fares cannot be made where public service transport runs along a school route at convenient times for the start and finish of the school day;
- The Authority must determine the number of eligible pupils requiring transport in order to identify whether or not spare places are available on contract vehicles. Therefore concessionary passes may not be issued until a few weeks into the school year;
- No diversion of route can be made for a concessionary passenger.

## 2.2.2 Travelling expenses for parents of ALN pupils placed by a statement of SEN in schools outside Denbighshire.

Where pupils are placed in boarding schools more than 100 miles from home, the Authority will assist with travelling expenses for parents to attend the statutory Annual Review meeting, but not other functions or meetings. This will be done in the most cost effective way by:

- arranging transport; or
- making a cash payment (currently 16p) per mile; or
- providing a ticket (or its cash equivalent) for one or both parents on public transport.

## 2.2.3 Reception class

The Authority does provide transport for pupils attending Reception class. (Children do not legally have to attend school until the beginning of the term following their 5<sup>th</sup> birthday).

## 2.2.4 Transport for learners 16+

The Authority will provide discretionary transport beyond the compulsory school age where a Denbighshire learner resides over 3 miles from the nearest suitable school or college. Schools offer a wide range of subjects at age 16+ and learners wishing to pursue general education A/AS LEVEL or GCSE subjects will normally be expected to select from the range available at the nearest school or college.

It is not the practice of the Authority to provide transport on the basis of individual subject choices. The learner must be studying full-time and be under 19 years of age on 1<sup>st</sup> September of the school year in which the course is taken. Learners who reach the age of 19 during their course will continue to receive transport until the end of the school year in which they turn 19.

In addition to the distance criteria, the Authority provides free transport for learners if:-

- The Authority considers the route to the nearest suitable school to be hazardous.
- The learner requires transport on medical grounds and no appropriate public transport exists (such requests must be supported by written medical evidence from the learner's medical consultant).
- Transport to an identified school/college is essential in the judgement of the Authority or in a learner's statement of Special Education Needs. This would normally be on medical or educational grounds (individual cases must be supported by a statement from a registered medical professional, an education professional or registered social worker).

Disabled learners over the age of 19, requiring transport to access learning, should contact their college or Social Services.

## 2.2.5 14-19 Curriculum

For learners of statutory school age, the Authority is responsible for home to school transport to the nearest suitable secondary school, at the start and end of the school day, in accordance with the transport policy detailed in section 2 subsections 2.1 & 2.2.

Transport will be available without charge when a learner of statutory school age has to attend more than one establishment in order to access a wider curriculum. This provision is subject to the criteria and funding arrangements for the 14-19 curriculum. Please contact the 14-19 curriculum advisors at individual schools for details of transport arrangements to support curriculum choice, as transport between establishments is funded under these arrangements.

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Provision of transport for learners who are not of statutory school age (post 16) is in accordance with post 16 charging policy as detailed in section 2.2.4.

## 2.3 Circumstances when the Authority will not provide extensions beyond the minimum (statutory) provision of transport

2.3.1 The Authority will **not** provide transport (nor will it make any contribution towards transport costs):

- for pupils admitted as a result of parental preference for a school which is not the nearest suitable school,
- for pupils who **reside outside Denbighshire**, who receive their education in Denbighshire schools. In these instances parents should contact the school transport section of the Local Authority serving their home address, contact details can be found on page 14.

### 2.3.2 Nursery

The Authority does **not** provide transport for pupils attending nursery provision.

## 2.4 Mode of transport

In determining the mode of transport required, the following principles will apply:

- the need for specialist transport;
- the Special Educational Needs of a pupil as defined in a pupil's statement.

In all cases the efficient use of resources will dictate the mode of transport (subject to the above conditions). Transport may be provided by means of school contract transport services or existing public transport services which, together with the type of transport (bus, minibus, train, taxi etc.) will be dictated by cost effectiveness. In some cases one contract bus may transport different pupils to more than one school site.

In certain circumstances parents will be paid 16p per mile to transport pupils who meet all the criteria, if deemed by the Authority to be more cost effective.

## 2.5 Collection and return

Reasonable endeavours will be made to provide transport for qualifying pupils up to a distance of one mile from the curtilage of the place of normal residence. Transport will normally be to and from bus stops or pickup points for groups of pupils, **based on the pupil's home address**. Transport will only be provided from door-to-door if exceptional circumstances prevail.

No pupil/student who is eligible to be transported on a contract route will be eligible for transport provision outside the normal daily timetable of that contract route.

### Journey times

In line with recommendations from the Welsh Government (WG), the Authority will endeavour to ensure that travel arrangements do not cause unreasonable levels of stress for the child, are safe and that travel times do not exceed:-

- 45 minutes for primary pupils;
- 60 minutes for secondary pupils.

However, there may be exceptional circumstances when these time limits **cannot** be adhered to, such as, operational issues, heavier than normal traffic, roadworks, diversions or breakdowns. In other circumstances children with special needs, additional learning needs or looked after children may need transport to establishments some distance away. In these instances the Authority will consider each case individually.

## 2.6 Criteria for the provision of escorts

An escort may be provided by the Authority for pupils with statements of Special Education Needs who qualify for transport under the defined criteria. Provision of escorts will take place after consideration by relevant officers of the individual needs of the pupils or group of pupils and the nature of the transport available.

## 2.7 Travel Behaviour Code

The Travel Behaviour Code has been introduced by the Welsh Government and applies to all travel connected with learning by those under 19. Failure to comply with the code can lead to transport being withdrawn and even exclusion from school. The code applies to those travelling by both taxi and bus. Drivers are instructed to report any pupils who misbehave to the Headteacher and the Authority.

### THE TRAVEL CODE

Your Safety	Your Rights	Your Responsibility
<ul style="list-style-type: none"> <li>➤ Always behave well throughout your journey.</li> <li>➤ Always follow the drivers instructions when travelling.</li> <li>➤ You must not distract the driver.</li> <li>➤ Always cross the road safely and sensibly.</li> <li>➤ Always travel on a safe route.</li> </ul>	<ul style="list-style-type: none"> <li>➤ To be safe when travelling.</li> <li>➤ To be treated fairly and with respect.</li> <li>➤ To tell someone if somebody or something is causing you problems.</li> <li>➤ Not to be bullied or picked on.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Always respect others, including other learners, drivers and public.</li> <li>➤ Always respect vehicles and property.</li> <li>➤ Always be polite.</li> <li>➤ Never drop litter.</li> <li>➤ Always obey the law.</li> </ul>

### SCHOOL BUS TRAVEL CODE

<ul style="list-style-type: none"> <li>➤ When at the bus stop, always wait sensibly, off the road.</li> <li>➤ Make an agreement with your parents what to do if the bus does not arrive or if you miss it.</li> <li>➤ When the bus arrives, wait for it to stop. Never push or rush for the door.</li> <li>➤ Show your bus pass (if you have been given one) when you get on the bus.</li> <li>➤ On a school bus, stay in your seat for the whole journey.</li> <li>➤ On a public bus, find a seat if one is available.</li> <li>➤ Never block aisles with your bag or other belongings.</li> <li>➤ Always wear a seatbelt if one is provided.</li> <li>➤ You must not distract the driver when he or she is driving.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Never eat or drink on the bus.</li> <li>➤ Never throw anything in or from the bus.</li> <li>➤ Never damage or vandalise any part of the bus.</li> <li>➤ Never operate the bus doors or exits, except in an emergency.</li> <li>➤ Always follow the instructions of the driver or passenger assistant at all times.</li> <li>➤ If there is an accident, stay on the bus until you are told to leave. If it is unsafe on the bus, then leave via the safest exit.</li> <li>➤ Never try and get on or off the bus until it has stopped.</li> <li>➤ Always get off the bus sensibly, taking all your belongings with you.</li> <li>➤ Never cross the road in front of or close behind the bus.</li> </ul>
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### 3.1 Parental responsibility

Following changes made to the legislation regarding children in the Children Act 1989, which became law in October 1991, schools need to know who has "parental responsibility" for each child. This is to ensure that proper authority is given when the school needs parental permission. It will also ensure that persons with parental responsibility, with whom the child does not live, can be provided with school reports and given an opportunity to take part in the child's education. Unless otherwise determined by a court order:

- Mothers automatically have parental responsibility.
- Fathers also have parental responsibility for a child if the father is married to the mother at the time of the child's birth. This continues after any divorce/separation/remarriage even if the child lives apart from them.
- Unmarried fathers have parental responsibility where the mother and father register the birth of the child together (this is an amendment to the Children Act 1989, which came into force on the 1<sup>st</sup> December 2003 and is not retrospective).
- Unmarried fathers, step-parents, relatives and other persons can obtain parental responsibility but they do not have it automatically.

Parents are asked to cooperate with school staff by providing the school with details of the persons with parental responsibility for a pupil. Any changes in the arrangements for parental responsibility or in the day to day care of the child should be notified to the school.

### 3.2 Every day at school counts

Parents are advised to take their child(ren) on holiday during school holidays, not during term time. A list of all term/holiday dates is available on [www.denbighshire.gov.uk/education](http://www.denbighshire.gov.uk/education).

#### 3.2.1 The Law

The law advises that parents do not have the right to take their child(ren) out of school for holidays during term-time. In exceptional circumstances schools may allow parents to take their child(ren) out of class for up to ten days in a school year. If parents take their child(ren) on holiday without the school's permission, or if the child(ren) do not return on the agreed date, this will be recorded as unauthorised absence (truancy). The school has the right to take child(ren) off roll if attendance is poor. This could result in parents having to apply to a different school for their child(ren). Parents may also receive a Fixed Penalty Notice (fine) from the Local Authority.

#### 3.2.2 School's decision

When deciding whether to allow term time leave, the school will consider:-

- the child's age;
- the time and duration of the leave;
- the child's record of attendance;
- previous term-time absences.

It is important that parents carefully consider the implications of taking their child out of school during term-time.

**There are only 190 statutory school days in one year. There are 175 days (weekends and school holidays) available to use for holidays, which would not have a negative effect on a child's education. Every day at school is important for all children.**

#### 3.2.3 Parent's decision

What parents need to consider:-

There are times during a school year when a child may experience particular problems because of term time leave such as:-

- disadvantages, if it is close to exams or tests;
- disadvantages, particularly during GCSE exams, coursework and final studies in Years 10 & 11;
- settling in problems during the first year at a new school, especially at a period of transition from Year 6 Primary to Year 7 Secondary;
- children who need help in certain subjects need to access all the educational support that is offered;

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- some children may find it difficult to renew friendships with their classmates when they return to school;
- children may miss out on valuable group work with classmates that cannot be repeated;
- it could embarrass and lower a child's self-esteem to have to ask for help to catch up in each lesson;
- it could be disruptive for other pupils in lessons, when a child needs extra help to catch up;
- missing "Induction Week", when Year 6 primary pupils visit their new secondary school, to familiarise themselves with the new school layout.

Parents must consider the negative message they are giving their children by letting them think it is acceptable to miss school. Some young people with severe truancy problems have told us that it all started when they had a week or two off school for a holiday.

## 3.3 Foundation phase

The Foundation Phase is a curriculum for 3 to 7 year olds. It combines what we currently call the Early Years (from 3 to 5) and Key Stage 1 of the National Curriculum (5 to 7). Foundation Phase teaching style is statutory for Nursery to Year 2 pupils. The Foundation Phase will create one phase in children's education that will have one curriculum and one approach to learning.

The Foundation Phase places great emphasis on developing children's:

- Skills and understanding;
- Personal, social, emotional, physical and intellectual well-being so as to develop the whole child;
- Positive attitudes to learning so that they enjoy learning and will want to continue with their education for longer;
- Self-esteem and self-confidence to experiment, investigate, learn new things and form new relationships;
- Creative and expressive skills and observation to encourage their development as individuals with different ways of responding to experiences; and
- Activities in the outdoors where they can have a first-hand experience of solving real problems in aspects such as mathematics and science and learn about conservation and sustainability.

### 3.3.1 Curriculum framework

The Foundation Phase encompasses the development needs of children. At the centre of the statutory curriculum framework lies the holistic development of children and their skills across the curriculum, building on their previous learning experiences, knowledge and skills. The Foundation Phase curriculum promotes equality of opportunity and values, and celebrates diversity. Positive partnerships with the home are fostered and an appreciation of parents/guardians/carers as the children's first educators is acknowledged.

Children learn through first-hand experiential activities with 'play' providing the vehicle. Through their play, children practice and consolidate their learning, play with ideas, experiment, take risks, solve problems, and make decisions both individually & in small and large groups. First-hand experiences allow children to develop an understanding of themselves and the world in which they live. The development of children's self-image and feelings of self-worth and self-esteem are at the core of this phase.

The Foundation Phase curriculum is planned as a progressive framework that spans four years (3 to 7 years) to meet the diverse needs of all children, including those who are at an earlier stage of development and those who are more able. Children should move on to the next stages of their learning when they are developmentally ready and at their own pace.

Indoor and outdoor environments that are fun, exciting, stimulating and safe promote children's development and natural curiosity to explore and learn through first-hand experiences. The Foundation Phase environment should promote discovery and independence and a greater emphasis on using the outdoor environment as a resource for children's learning.

## **3.4 The National Curriculum**

During primary education and for the first years of secondary education (years 7, 8 and 9) all schools offer a broad and balanced programme. This involves promoting the Foundation Phase for 3-7 year olds and implementing the Revised Curriculum for 7-11 year old pupils at Key Stage (KS) 2. All national curriculum subjects are delivered at KS3 and at KS4 Welsh, English, Mathematics, Science, Physical Education and Religious Education are compulsory. The aim is to ensure a sound platform of basic skills, knowledge and understanding and to promote the personal development of all pupils.

## **3.5 14 to 19 provision**

All young people in Denbighshire's secondary schools have access to an expanding range of courses to meet individual needs. This is supplemented by support and guidance to help realise their potential.

## **3.6 Careers guidance**

Careers Wales provides impartial careers guidance to individuals to help them plan their future, whether they are in school, further education, work, training or seeking work. This guidance is available to help individuals to assess their suitability for different careers and to make decisions about their choices of subjects, courses, employment and training. Young people looking for work and training can also benefit from using the Careers Companies placement service. Careers Officers work closely with teachers, particularly the Careers coordinators of schools, to provide Careers Education and Guidance. They are also in close contact with colleges, employers and training providers. Young people, and their parents, can arrange an appointment with a Careers Officer either at school or at the local Careers Office. Please visit the Careers Wales website at <http://www.careerswales.com/> for more information.

## **3.7 Public examinations**

It is the responsibility of School Governors, in accordance with the advice of Headteachers and in consultation with parents, to arrange to enter pupils for external examinations. School Handbooks contain a list of the examinations offered and information concerning results. School Governors will have a policy concerning charging for early entries or re-sitting examinations and non-attendance at an examination. Further details are available from Headteachers.

## **3.8 Progress file**

Secondary School pupils are presented with their completed Progress Files at 16 years of age. In addition to the results of external examinations the record includes reference to personal qualities, general skills and the activities in which the pupil has been involved, both within school and in the community.

## **3.9 Parental access to pupil records**

Parents with parental responsibility may inspect all parts of their child's curricular record held at the school. Parents wishing to look at their child's school record should apply direct to the school in writing.

## **3.10 Religious Education**

Religious education is taught in community and voluntary-controlled schools in line with our syllabus. The Standing Advisory Council on Religious Education (SACRE) reviews this syllabus. Copies can be obtained from the schools or from the local authority.

Religious education at Voluntary Aided schools is the responsibility of the governing body and is taught in line with the school's trust. (The trust deed is the document, which sets out the basic values and beliefs of the school.) All schools provide daily group worship for all pupils. Parents have the right to withdraw their children from religious education and group worship.

## **3.11 English as an Additional Language (EAL) service**

The 'English as an Additional Language' (EAL) Service operates mainly in English Medium Schools, offering English language support to minority ethnic pupils. The service deals exclusively with isolated learners i.e. there may be only one child in the school from their language community or heritage group.

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The service consists of a team of teachers who work with the child(ren), to develop their ability to communicate at all levels in English and thereby fully access the National Curriculum. Pupils are normally referred to the service by Headteachers.

## 3.12 Healthy schools

The 'Denbighshire Healthy Schools Scheme' is a local scheme within the Welsh Government's 'Welsh Network of Healthy School Schemes'. A health-promoting school is one that actively promotes and protects the physical, mental and social health and well-being of its community through positive action. This would include incorporation of health into policy, planning and staff development with regard to curriculum, ethos, physical environment and community relations. All Denbighshire schools are part of the scheme and most have achieved national recognition.

Schools work with partner agencies such as the police and school nurses to develop actions. For example, the provision of water coolers, provision of a healthy morning snack, developing active break times, playground buddy schemes, provision of afterschool clubs such as sports or cooking, improving drug and alcohol education, sex and relationship education and more.

For further information about food and drink in schools, please visit the Welsh Government's website (refer to 'Appetite for Life').

## 3.13 School Governors

Each school has a governing body, which plays an important part in the life of the school. It has a general responsibility for the conduct of the school and a range of specific responsibilities, including the school's finances and the appointment of staff. Governing Bodies are made up of local people and will include parents, persons appointed by the Local Authority, teachers, non-teaching staff, the Headteacher and may include representatives of the local community, representatives of the church and Associate Pupil Governors (the latter in Secondary schools only). The number of members will depend upon the size of the school.

All school governing bodies include parent governors who are normally elected by parents of registered pupils of the school. Further information can be obtained directly from the school.

## 3.14 Child protection

Every school in the County has a duty to adhere to the All Wales Child Protection procedures, and play an important role in recognising and referring alleged cases of abuse.

All schools have a pastoral responsibility towards children and young people. They play an important role in the prevention of abuse and neglect through creating and maintaining a safe environment for children and young people teaching them about staying safe from harm, and how to speak up if they have worries or concerns.

Teachers and support staff have a crucial role to play in working closely with Social Services with regard to child protection. All schools have a child protection policy and a designated teacher for child protection to act as a source of expertise and advice. The designated teacher is responsible for ensuring that all staff, including new and temporary staff know the procedures and where to obtain advice, and are encouraged to share their concerns. All schools have a designated governor for child protection.

The Authority has an officer with designated responsibility for child protection who is able to give advice to schools and governing bodies, including advice when allegations are made against staff. The Authority also ensures training is in place for school staff and supports schools in their role of safeguarding children.

## 3.15 Anti bullying

All schools adhere to key principles in the UN Convention on the Rights of the Child, the Welsh Government and Denbighshire guidance and have anti-bullying policies and procedures in order to deal with any incidents which may occur. If parents have any concerns about this issue they should contact the school in the first instance.

# Denbighshire Schools

- All bullying is unacceptable, regardless of how it is delivered or what excuses are given to justify it;
- All children/young people deserve to receive their education free from humiliation, oppression and abuse. Every person who is a part of a school has a responsibility to take action to care for each other;
- Each school recognises the detrimental effect on pupils who may be subjected to bullying and will work actively to minimise the risks;
- Schools recognise that steps must be taken to tackle sexual, racial, homophobic bullying and any bullying based on difference;
- Victims of bullying will be treated in a supportive manner and after care must be made available.

This policy applies to all children and young people in our schools.

The Educational Psychology Service also provides training on 'Internet Safety and the use of social networking sites'.

## **3.16 General complaints procedure**

Many matters can be dealt with quickly and effectively by an initial informal approach to the Headteacher or other appropriate member of staff in the school. This is the first reasonable step, and unless the circumstances are exceptional, the Local Authority and the Governing Body of the school would expect this step to have been completed before presenting the complaint formally.

All schools in Denbighshire work to a single Complaints Procedure. Copies of the Procedure is available from school. The Procedure sets out the school's commitment to dealing with the issues and explain the different stages through which the complaint can be taken.

Similarly with complaints regarding the Authority's actions (or lack of action), parents, guardians or general members of the public who wish to make a complaint should discuss the matter in the first instance with an appropriate Officer of the Authority. If dissatisfied with the response, the complainant should contact the Local Authority's Complaints Officer. All complaints relating to the Local Authority or any of its Officers will be dealt with in accordance with the Corporate Complaints Procedures.

## **3.17 Children's complaints and advocacy**

Schools are committed to the principles of the U.N. Convention on the Rights of the Child as the basis for dealing with children and young people. Our schools are working towards the need to ensure fair hearing and fair treatment for everyone using the complaints procedure, to treat pupils and adults as having equal rights. Schools are developing Children's complaints and advocacy procedures in line with the Children's Commissioner's Report "Children Don't Complain". Listening and responding to children and young people should be an integral part of every day practice. Advocacy is about speaking up for children and young people and ensuring their views and wishes are heard and acted upon by decision makers. An advocate can help children and young people to raise issues and concerns about things they are unhappy about. Schools often work with a variety of agencies in order to support pupils with concerns they may have.

## **3.18 The Children & Young People's Strategic Partnership (CYPSP)**

CYPSP is made up of organisations that work with children & young people from voluntary, community and statutory public service sectors, which come together to work for, and plan services that will be delivered for children & young people in Denbighshire. Working with youth councils and forums, school councils and individual organisations, and under the auspices of The BIG Plan, CYPSP will ensure that the voices of children and young people in the County are heard.

## **3.19 Denbighshire Family Information Service**

The Denbighshire Family Information Service (FIS) provides quality, accessible and impartial information. It also offers guidance on a full range of childcare services and resources available in Denbighshire including:

- Childminders

# Denbighshire Schools

- Day nurseries
- Breakfast and after-school clubs
- Playgroups
- Parent and toddler groups
- Holiday clubs and playschemes
- Help with childcare costs and childcare vouchers
- Starting your own childcare business
- Education
- Organisations and helplines for parents
- Services for children with special needs
- Things to do in the school holidays
- Leisure activities

The Denbighshire Family Information Service staff aim to provide a high quality, timely, free and fully bi-lingual service by offering a telephone enquiry service with 24hr answer machine, e-mail service and online internet access to information.

It also provides information on specific issues affecting families of children aged 0-20. Contact details for the service are on page 1.

## **3.20 DCC Welfare Rights Advice**

Did you know that about £27m per year goes unclaimed or underpaid in state benefits and tax credits in Denbighshire?

Please contact your Welfare Rights Advice Line (see page 1) if you would like independent information, advice or appeal representation with:

- social security benefits and tax credits;
- housing rights;
- employment rights;
- personal debt;
- saving energy; and
- contacting relevant community services.

## **3.21 Free School Meals**

Families qualify for free school meals if the parent is in receipt of one of the following:

Income Support, Job Seekers Allowance(Income Based), Employment & Support Allowance (Income Based), Pension Credit(Guaranteed Credit) or Child Tax Credits (with NO working tax credit), with an annual taxable income of under £16,190 (correct at the time of publication).

Please contact the Denbighshire Benefits department for further information (contact details on page 1).

## **3.22 School Clothing Allowance**

The Benefits department deals with the School Clothing Allowance for Year 7 pupils only, Years 8 upwards are dealt with by the student finance department. Unfortunately there are no School Clothing allowances available for Primary school children.

You cannot receive these allowances if you are in receipt of any amount of Working Tax Credit OR if you are fostering a child.

The child must be in Year 7 to qualify for the School Clothing Allowance.

# Denbighshire Schools

## Section 4 - School holidays

- 4.1 Term dates** – please contact schools for details of their individual staff training days. Please note that these dates are provisional and may change.

AUTUMN	2014 - 2015	2015 - 2016
Term Start	03/09/14	01/09/15
Half Term Close	24/10/14	23/10/15
Half Term Open	03/11/14	02/11/15
End of Term	19/12/14	18/12/15
SPRING		
Term Start	06/01/15	04/01/16
Half Term Close	13/02/15	12/02/16
Half Term Open	23/02/15	22/02/16
End of Term	27/03/15	24/03/16
SUMMER		
Term Start	14/04/15	11/04/16
May Day	04/05/15	02/05/16
Half Term Close	22/05/15	27/05/16
Half Term Open	01/06/15	06/06/16
End of Term	17/07/15	20/07/16

### 4.1.1 Staff training days

There are 5 statutory training days for staff, during which schools will be closed to pupils. **Please contact your child's school for details on training days** as they vary between individual schools.

### 4.2 Family holidays during term time

The average number of days in a school year is 190, therefore there are approximately 175 days every year to arrange breaks and holidays. There is no automatic right to withdraw pupils from school for a holiday and, in law, parents must request permission from the Headteacher in advance. You must contact the school to obtain a holiday form before booking holidays, as permission is not automatic. Please consider the information detailed in 3.2 'Every day at school counts' (pages 19–20).

### 4.3 School closure information

Please visit the Denbighshire website [www.denbighshire.gov.uk/education](http://www.denbighshire.gov.uk/education), for up-to-date information in relation to school closures due to exceptional circumstances.

# Denbighshire Schools

<b>Primary school details</b>  <b>Key - Primary Status:</b> <b>CP-</b> Community Primary <b>VA-</b> Voluntary Aided <b>VC-</b> Voluntary Controlled	<b>Welsh Government (WG) - Schools defined according to Welsh medium provision, primary school categories</b> (for curriculum, language of school and outcomes please see page 10)  1. Welsh medium 2. Dual stream medium 3. Transitional: Welsh medium with significant use of English 4. Predominantly English with significant use of Welsh 5. Predominantly English medium
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Location	Status	Primary school contact details	WG Welsh medium definition	Age range & full-time no. on roll at January 2014	School Capacity	Admission no. for September 2015	No. of Reception / Junior applications for 2014 entry (at June 2014)
<b>Betws Gwerfil Goch</b> Federated with Ysgol Bro Elwern	CP	Ysgol Betws Gwerfil Goch Betws Gwerfil Goch Corwen LL21 9PY	1	4 ~ 11 28	41	5	5
<b>Bodelwyddan</b>	CP	Ysgol y Faenol Johns Drive Bodelwyddan (Nr Rhyl) LL18 5TG	5	4 ~ 11 115	109	15	20
<b>Bodfari</b>	CP	Ysgol Bodfari Bodfari Denbigh LL16 4DA	5	4 ~ 11 35	65	9	4
<b>Carrog</b> Federated with Ysgol Caer Drewyn	CP	Ysgol Carrog Carrog Corwen LL21 9AW	4	4 ~ 11 33	65	9	8
<b>Cefn Meiriadog</b>	CP	Ysgol Cefn Meiriadog Groesffordd Marli Cefn Meiriadog LL22 9DS	5	4 ~ 11 61	67	9	11

# Denbighshire Schools

Location	Status	Primary school contact details	WG Welsh medium definition	Age range & full-time no. on roll at January 2014	School Capacity	Admission no. for September 2015	No. of Reception / Junior applications for 2014 entry (at June 2014)
<b>Clocaenog &amp; Cyffylliog</b>	CP	Ysgol Carreg Emlyn <b>Headteacher:</b> Miss E Wynne Jones <b>Tel:</b> 01824 750636 (Clocaenog) <b>Tel:</b> 01824 710274 (Cyffylliog) <b>E-mail:</b> <a href="mailto:ysgol.carreg.emlyn@denbighshire.gov.uk">ysgol.carreg.emlyn@denbighshire.gov.uk</a>	1	4 ~ 11 36	70	7	9
		Clocaenog LL15 2AY					
		Cyffylliog LL15 2DL					
<b>Corwen</b> Federated with Ysgol Carrog	CP	Ysgol Caer Drewyn Clawdd Poncen Corwen LL21 9RT <b>Headteacher:</b> Mrs J Davies <b>Tel:</b> 01490 412418 <b>E-mail:</b> <a href="mailto:caer.drewyn@denbighshire.gov.uk">caer.drewyn@denbighshire.gov.uk</a>	4	4 ~ 11 72	117	16	20
<b>Cynwyd</b>	CP	Ysgol Bro Dyfrdwy Cynwyd Corwen LL21 0LG <b>Headteacher:</b> Mrs E V Owain <b>Tel:</b> 01490 412500 <b>E-mail:</b> <a href="mailto:ysgol.brodyfrdwy@denbighshire.gov.uk">ysgol.brodyfrdwy@denbighshire.gov.uk</a>	1	4 ~ 11 91	105	15	21
<b>Denbigh</b>	VA	St Brigid's School Plas yn Green Denbigh LL16 4BH <b>Acting Headteacher:</b> Mrs R Jones <b>Tel:</b> 01745 815228 <b>E-mail:</b> <a href="mailto:stbrigidsprimary@denbighshire.gov.uk">stbrigidsprimary@denbighshire.gov.uk</a>	5	4 ~ 11 130	121	17	9
	CP	Ysgol y Parc (Infants) Ruthin Road Denbigh LL16 3ER <b>Headteacher:</b> Mrs L Brazier <b>Tel:</b> 01745 812989 <b>E-mail:</b> <a href="mailto:ysgol.yparc@denbighshire.gov.uk">ysgol.yparc@denbighshire.gov.uk</a>	5	4 ~ 7 140	146	48	47
	CP	Ysgol Frongoch (Junior) Rhyl Road Denbigh LL16 3DP <b>Headteacher:</b> Mrs R Thackray <b>Tel:</b> 01745 812410 <b>E-mail:</b> <a href="mailto:frongoch@denbighshire.gov.uk">frongoch@denbighshire.gov.uk</a>	5	7 ~ 11 187	223	55	50

# Denbighshire Schools

Location	Status	Primary school contact details	WG Welsh medium definition	Age range & full-time no. on roll at January 2014	School Capacity	Admission no. for September 2015	No. of Reception / Junior applications for 2014 entry (at June 2014)	
<b>Denbigh</b> cont'd	CP	Ysgol Pendref Gwaenynog Road Denbigh LL16 3RU	<b>Headteacher:</b> Mrs L Bennett <b>Tel:</b> 01745 812660 <b>E-mail:</b> <a href="mailto:pendref@denbighshire.gov.uk">pendref@denbighshire.gov.uk</a>	5	4 ~ 11 161	180	28	24
	CP	Ysgol Twm o'r Nant Rhyl Road Denbigh LL16 3DP	<b>Headteacher:</b> Mrs N Davies <b>Tel:</b> 01745 812261 <b>E-mail:</b> <a href="mailto:twm.nant@denbighshire.gov.uk">twm.nant@denbighshire.gov.uk</a>	1	4 ~ 11 221	286	40	39
<b>Dyserth</b>	CP	Ysgol Hiraddug Thomas Avenue Dyserth LL18 6AN	<b>Headteacher:</b> Mr G Hulson <b>Tel:</b> 01745 570467 <b>E-mail:</b> <a href="mailto:ysgol.hiraddug@denbighshire.gov.uk">ysgol.hiraddug@denbighshire.gov.uk</a>	5	4 ~ 11 199	210	30	33
<b>Gellifor</b> Federated with Ysgol Bryn Clwyd	CP	Ysgol Gellifor Gellifor Ruthin LL15 1SG	<b>Headteacher:</b> Mrs S Roberts <b>Tel:</b> 01824 790387 <b>E-mail:</b> <a href="mailto:gellifor@denbighshire.gov.uk">gellifor@denbighshire.gov.uk</a>	5	4 ~ 11 87	91	13	11
<b>Gwyddelwern</b> Federated with Ysgol Betws Gwerfil Goch	CP	Ysgol Bro Elwern, Gwyddelwern Corwen LL21 9DF	<b>Headteacher:</b> Mrs B Ellis <b>Tel:</b> 01490 412332 <b>E-mail:</b> <a href="mailto:gwyyddelwern@denbighshire.gov.uk">gwyyddelwern@denbighshire.gov.uk</a>	1	4 ~ 11 33	48	6	5
<b>Henllan</b>	CP	Ysgol Henllan Denbigh Street Henllan LL16 5AW	<b>Acting Headteacher:</b> Mrs M Evans <b>Tel:</b> 01745 812959 <b>E-mail:</b> <a href="mailto:henllan@denbighshire.gov.uk">henllan@denbighshire.gov.uk</a>	1	4 ~ 11 55	65	9	7
<b>Llanarmon-Yn-lâl</b> (Dual site school Llanferres/ Llanarmon-Yn-lâl)	CP	Ysgol Bro Famau Eryrys Road Llanarmon-Yn-lâl Mold CH7 4TB	<b>Headteacher:</b> Mrs R Turner <b>Tel:</b> 01824 780722 <b>E-mail:</b> <a href="mailto:bro.famau@denbighshire.gov.uk">bro.famau@denbighshire.gov.uk</a>	5	4 ~ 11 92 (Ysgol Bro Famau)	135	18	11

# Denbighshire Schools

Location	Status	Primary school contact details	WG Welsh medium definition	Age range & full-time no. on roll at January 2014	School Capacity	Admission no. for September 2015	No. of Reception / Junior applications for 2014 entry (at June 2014)	
Llanbedr	VC	Ysgol Llanbedr Llanbedr Ruthin LL15 1SU	<b>Acting Headteacher:</b> Jaine Heginbotham <b>Tel:</b> 01824 702927 <b>E-mail:</b> <a href="mailto:llanbedr@denbighshire.gov.uk">llanbedr@denbighshire.gov.uk</a>	5	4 ~ 11 21	54	7	7
Llandegla	VC	Ysgol Dyffryn Iâl Llandegla Wrexham LL11 3AW	<b>Headteacher:</b> Mrs T LI Jones <b>Tel:</b> 01978 790645 <b>E-mail:</b> <a href="mailto:dyffryn.ial@denbighshire.gov.uk">dyffryn.ial@denbighshire.gov.uk</a>	4	4 ~ 11 42	60	8	5
Llandyrnog Federated with Ysgol Gellifor	CP	Ysgol Bryn Clwyd Llandyrnog LL16 4EY	<b>Headteacher:</b> Mrs K Harding <b>Tel:</b> 01824 790324 <b>E-mail:</b> <a href="mailto:llandyrnog@denbighshire.gov.uk">llandyrnog@denbighshire.gov.uk</a>	5	4 ~ 11 23	71	10	0
Llanfair D.C.	VC	Ysgol Llanfair Llanfair Dyffryn Clwyd Ruthin LL15 2RU	<b>Headteacher:</b> Mrs LI Hughes <b>Tel:</b> 01824 703169 <b>E-mail:</b> <a href="mailto:llanfair.dc@denbighshire.gov.uk">llanfair.dc@denbighshire.gov.uk</a>	2	4 ~ 11 90	110	15	15
Llanferres (Dual site school Llanferres/ Llanarmon-Yn-Iâl)	CP	Ysgol Bro Famau Llanferres Mold CH7 5SP	<b>Headteacher:</b> Mrs R Turner <b>Tel:</b> 01352 810242 <b>E-mail:</b> <a href="mailto:bro.famau@denbighshire.gov.uk">bro.famau@denbighshire.gov.uk</a>	5	4 ~ 11 92 (Ysgol Bro Famau)	135	18	11
Llangollen	CP	Ysgol Bryn Collen Pengwern Llangollen LL20 8AR	<b>Headteacher:</b> Mr D Coffey <b>Tel:</b> 01978 861125 <b>E-mail:</b> <a href="mailto:bryn.collen@denbighshire.gov.uk">bryn.collen@denbighshire.gov.uk</a>	5	4 ~ 11 129	158	22	18
	CP	Ysgol Gymraeg y Gwernant Pengwern Llangollen LL20 8AR	<b>Headteacher:</b> Mrs B Jones <b>Tel:</b> 01978 861986 <b>E-mail:</b> <a href="mailto:ysgol.gwernant@denbighshire.gov.uk">ysgol.gwernant@denbighshire.gov.uk</a>	1	4 ~ 11 118	135	19	20

# Denbighshire Schools

Location	Status	Primary school contact details	WG Welsh medium definition	Age range & full-time no. on roll at January 2014	School Capacity	Admission no. for September 2015	No. of Reception / Junior applications for 2014 entry (at June 2014)
Llanrhaeadr Y.C.	CP	Ysgol Bro Cinmeirch Llanrhaeadr Y.C. Denbigh LL16 4NL  <b>Headteacher:</b> Mrs G A Ellis <b>Tel:</b> 01745 890347 <b>E-mail:</b> <a href="mailto:bro.cinmeirch@denbighshire.gov.uk">bro.cinmeirch@denbighshire.gov.uk</a>	1	4 ~ 11 62	80	11	9
Meliden	CP	Ysgol Melyd Ffordd Pennant Meliden LL19 8PE  <b>Headteacher:</b> Miss L H Evans <b>Tel:</b> 01745 852782 <b>E-mail:</b> <a href="mailto:ysgol.melyd@denbighshire.gov.uk">ysgol.melyd@denbighshire.gov.uk</a>	5	4 ~ 11 125	147	21	21
Pentrecelyn	CP	Ysgol Pentrecelyn Pentrecelyn LL15 2HG  <b>Acting Headteacher:</b> Mrs T Wynne <b>Tel:</b> 01978 790288 <b>E-mail:</b> <a href="mailto:pentrecelyn@denbighshire.gov.uk">pentrecelyn@denbighshire.gov.uk</a>	1	4 ~ 11 31	56	8	2
Prestatyn	CP	Bodnant Community School (Infant site) Marine Road Prestatyn LL19 7HA (Junior site) Nant Hall Road Prestatyn LL19 9NW  <b>Headteacher:</b> Mrs H Vernon <b>Tel:</b> 01745 852783 <b>E-mail:</b> <a href="mailto:ysgol.bodnant@denbighshire.gov.uk">ysgol.bodnant@denbighshire.gov.uk</a>  <b>Tel:</b> 01745 854724 <b>E-mail:</b> <a href="mailto:ysgol.bodnant@denbighshire.gov.uk">ysgol.bodnant@denbighshire.gov.uk</a>	5	4 ~ 11 439	420	60	60
Prestatyn	CP	Ysgol Clawdd Offa Ffordd Clawdd Offa Prestatyn LL19 8AZ  <b>Headteacher:</b> Mr M Edwards <b>Tel:</b> 01745 850124 <b>E-mail:</b> <a href="mailto:ysgolclawddoffa@denbighshire.gov.uk">ysgolclawddoffa@denbighshire.gov.uk</a>	5	4 ~ 11 223	424	60	49
	CP	Ysgol Penmorfa Dawson Drive Prestatyn LL19 8SY  <b>Headteacher:</b> Mr D W Edwards <b>Tel:</b> 01745 852757 <b>E-mail:</b> <a href="mailto:ysgol.penmorfa@denbighshire.gov.uk">ysgol.penmorfa@denbighshire.gov.uk</a>	5	4 ~ 11 394	423	60	55

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Location	Status	Primary school contact details	WG Welsh medium definition	Age range & full-time no. on roll at January 2014	School Capacity	Admission no. for September 2015	No. of Reception / Junior applications for 2014 entry (at June 2014)
	CP	Ysgol Y Lllys Prince's Avenue Prestatyn LL19 8RP	<b>Headteacher:</b> Mr D Phillips <b>Tel:</b> 01745 853019 <b>E-mail:</b> <a href="mailto:ysgol.yllys@denbighshire.gov.uk">ysgol.yllys@denbighshire.gov.uk</a>	1	4 ~ 11 245	420	60 51
<b>Prion</b>	VC	Ysgol Pant Pastynog Prion Denbigh LL16 4SG	<b>Headteacher:</b> Mr D Rhys <b>Tel:</b> 01745 890331 <b>E-mail:</b> <a href="mailto:pant.pastynog@denbighshire.gov.uk">pant.pastynog@denbighshire.gov.uk</a>	1	4 ~ 11 53	54	7 10
<b>Rhewl</b>	CP	Rhewl C.P. Rhewl Ruthin LL15 2TU	<b>Headteacher:</b> Mrs S Hilton <b>Tel:</b> 01824 703296 <b>E-mail:</b> <a href="mailto:rhewl@denbighshire.gov.uk">rhewl@denbighshire.gov.uk</a>	2	4 ~ 11 55	82	11 5
<b>Rhuddlan</b>	CP	Ysgol y Castell Hylas Lane Rhuddlan LL18 5AG	<b>Headteacher:</b> Mrs V Cotgreave <b>Tel:</b> 01745 590545 <b>E-mail:</b> <a href="mailto:ysgol.ycastell@denbighshire.gov.uk">ysgol.ycastell@denbighshire.gov.uk</a>	5	4 ~ 11 178	178	25 23
<b>Rhyl</b>	CP	Ysgol Bryn Hedydd Spruce Avenue Rhyl LL18 3SU	<b>Headteacher:</b> Mr J Cannon <b>Tel:</b> 01745 351676 <b>E-mail:</b> <a href="mailto:bryn.hedydd@denbighshire.gov.uk">bryn.hedydd@denbighshire.gov.uk</a>	5	4 ~ 11 407	376	53 78
	CP	Ysgol Christchurch Ernest Street Rhyl LL18 2DS	<b>Headteacher:</b> Mrs C Garnett <b>Tel:</b> 01745 353982 <b>E-mail:</b> <a href="mailto:christ.church@denbighshire.gov.uk">christ.church@denbighshire.gov.uk</a>	5	4 ~ 11 372	426	60 54
	CP	Ysgol Dewi Sant Rhuddlan Road Rhyl LL18 2RE	<b>Headteacher:</b> Mr G Davies <b>Tel:</b> 01745 351355 <b>E-mail:</b> <a href="mailto:dewi.sant@denbighshire.gov.uk">dewi.sant@denbighshire.gov.uk</a>	1	4 ~ 11 456	440	60 76

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Location	Status	Primary school contact details	WG Welsh medium definition	Age range & full-time no. on roll at January 2014	School Capacity	Admission no. for September 2015	No. of Reception / Junior applications for 2014 entry (at June 2014)
<b>Rhyl</b> <sup>cont'd</sup>	CP	Ysgol Emmanuel C.P. Victoria Road Rhyl LL18 2EG	5	4 ~ 11 409	424	60	66
	CP	Ysgol Llywelyn Trellewelyn Road Rhyl LL18 4EU	4	4 ~ 11 475	611	87	90
	VA	Ysgol Mair R.C. St Margaret's Drive Rhyl LL18 2HY	5	4 ~ 11 249	378	54	47
<b>Ruthin</b>	VC	Ysgol Borthyn Denbigh Road Ruthin LL15 1NT	5	4 ~ 11 111	142	20	22
	CP	Ysgol Pen Barras Rhos Street Ruthin LL15 1DY	1	4 ~ 11 223	281	40	37
	CP	Ysgol Rhos Street Rhos Street Ruthin LL15 1DY	5	4 ~ 11 163	189	27	12
<b>St Asaph</b>	VC	St Asaph (Infants) Upper Denbigh Road St Asaph LL17 0RL	5	4 ~ 7 86	89	29	33

# Denbighshire Schools

Location	Status	Primary school contact details	WG Welsh medium definition	Age range & full-time no. on roll at January 2014	School Capacity	Admission no. for September 2015	No. of Reception / Junior applications for 2014 entry (at June 2014)
<b>St Asaph</b> <sup>cont'd</sup>	CP	Ysgol Esgob Morgan (Junior) Ashley Court St Asaph LL17 OPT		5 7 ~ 11 99	96	24	23
<b>Trefnant</b>	VA	Ysgol Trefnant Henllan Road Trefnant LL16 5UF		5 4 ~ 11 56	59	8	11
<b>Tremeirchion</b>	VC	Ysgol Tremeirchion Tremeirchion St Asaph LL17 0UN		1 4 ~ 11 51	69	9	11

# Denbighshire Schools

<b>Secondary school contact details</b>  <b>Key - Primary Status:</b> <b>CS-</b> Community Secondary <b>VA-</b> Voluntary Aided	<b>Welsh Government (WG) - Schools defined according to Welsh medium provision, secondary school categories</b> (details of Welsh language categorisation for secondary schools can be found on the Welsh Government website)  <ol style="list-style-type: none"> <li>1. Welsh medium secondary</li> <li>2. Bilingual secondary school</li> <li>3. Predominantly English medium but with significant use of Welsh</li> <li>4. Predominantly English medium secondary</li> </ol>
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Location	Status	Secondary school contact details	WG Welsh medium definition	Age range & full-time no. on roll at January 2013	School Capacity	Admission no. for September 2015	No. of applications received for September 2014 entry
<b>Denbigh</b>	CS	Denbigh High School Ruthin Road Denbigh LL16 3EX	4	11 ~ 18 572	984	160	100
	VA	St. Brigid's School Mold Road Denbigh LL16 4BH	4	11 ~ 18 282	367	59	56
<b>Llangollen</b>	CS	Ysgol Dinas Brân Dinbren Road, Llangollen LL20 8TG	2b*	11 ~ 18 757	1,171	184	164
<b>Prestatyn</b>	CS	Prestatyn High School 2 Princes Avenue Prestatyn LL19 8RS	4	11 ~ 18 1,386	1,774	282	253

# Denbighshire Schools

Location	Status	Secondary school contact details	WG Welsh medium definition	Age range & full-time no. on roll at January 2013	School Capacity	Admission no. for September 2015	No. of applications received for September 2014 entry
<b>Rhyl</b>	CS	Rhyl High School Grange Road Rhyl LL18 4BY <b>Headteacher:</b> Mrs C Armitstead <b>Tel:</b> 01745 343533 <b>Fax:</b> 01745 342169 <b>E-mail:</b> <a href="mailto:rhyl.high@denbighshire.gov.uk">rhyl.high@denbighshire.gov.uk</a>	4	11 ~ 16 766	1,315	263	161
	VA	Blessed Edward Jones R.C. High School Cefndy Road Rhyl LL18 2EU <b>Headteacher:</b> Mr D Tobin <b>Tel:</b> 01745 343433/4 <b>Fax:</b> 01745 344723 <b>E-mail:</b> <a href="mailto:blessed.edwards@denbighshire.gov.uk">blessed.edwards@denbighshire.gov.uk</a>	4	11 ~ 16 499	659	132	66
<b>Ruthin</b>	CS	Ysgol Brynhyfryd Mold Road Ruthin LL15 1EG <b>Headteacher:</b> Ms E Jones <b>Tel:</b> 01824 703933 <b>Fax:</b> 01824 705345 <b>E-mail:</b> <a href="mailto:ysgol.brynhyfryd@denbighshire.gov.uk">ysgol.brynhyfryd@denbighshire.gov.uk</a>	2b*	11 ~ 18 953	1,243	203	178
<b>St Asaph</b>	CS	Ysgol Glan Clwyd Denbigh Road St Asaph LL17 0RP <b>Headteacher:</b> Mr M Davies <b>Tel:</b> 01745 582611 <b>Fax:</b> 01745 583130 <b>E-mail:</b> <a href="mailto:ysgol.glanclwyd@denbighshire.gov.uk">ysgol.glanclwyd@denbighshire.gov.uk</a>	1	11 ~ 18 813	1,000	162	164

**\*At least 80% of subjects (excluding Welsh and English) are taught through the medium of Welsh but are also taught through the medium of English.**

## 6.4 Special school contact details

Location	Special school contact details		
<b>Denbigh</b>	Ysgol Plas Brondyffryn School Park Street Denbigh LL16 3DR	<b>Headteacher:</b> Mrs I Barros-Curtis <b>Tel:</b> 01745 813914 <b>Fax:</b> 01745 814021 <b>Email:</b> (secondary) <a href="mailto:ysgolplasbrondyffrynsecondary@denbighshire.gov.uk">ysgolplasbrondyffrynsecondary@denbighshire.gov.uk</a> <b>Email:</b> (primary) <a href="mailto:ysgolplasbrondyffrynprimary@denbighshire.gov.uk">ysgolplasbrondyffrynprimary@denbighshire.gov.uk</a>	<p>Ysgol Plas Brondyffryn is a Local Authority Residential Special School maintained by Denbighshire Education Authority. The school specialises in meeting the needs of children/young people with Autistic Spectrum Disorders (ASD) aged 3-19 years. In 2008/2009 there were 124 children/young people on roll. Gerddi Glasfryn has residential accommodation for up to 30 children/young people on a part time basis. In addition to Denbighshire children/young people, the school also takes children/young people from across Wales and a small number from England. The majority of the children/young people are from English speaking families. Welsh is taught as a second language. Children/young people from Welsh speaking families are able to be educated in their home language. The majority of the children/young people are boys due to the higher prevalence of autism in males.</p>
<b>Rhyl</b>	Tir Morfa School Ffordd Derwen Rhyl LL18 2RN	<b>Headteacher:</b> Mrs Carol Edwards <b>Tel:</b> 01745 350388 (Main site) <b>Tel:</b> 01745 361732 (Primary) <b>Email:</b> <a href="mailto:carol.edwards@denbighshire.gov.uk">carol.edwards@denbighshire.gov.uk</a>	<p>Ysgol Tir Morfa is a Community Special School situated in Rhyl. The school caters for pupils aged between 3 and 19 years. The majority of pupils live in North and mid Denbighshire. All pupils display learning difficulties and are subject to a statement of special educational need (SEN). Nursery and reception age children may be admitted for a period of assessment. Admission to the school is via the LEA and parents are encouraged to visit the school. Pupils attending the school display a range of needs which include, Moderate Learning Difficulties, Severe Learning Difficulties, Profound and Multiple Learning Difficulties, Sensory Deficits, Communication Difficulties and Emotional Difficulties.</p>