

FOR PARENTS OF CURRENT YEAR 5 CHILDREN.

YOU WILL NEED TO APPLY FOR YOUR CHILD'S SECONDARY SCHOOL PLACE IN THEIR FIRST TERM OF YEAR 6.



OVER THE SUMMER YOU SHOULD START THINKING ABOUT WHICH SECONDARY SCHOOLS YOU WOULD LIKE TO APPLY FOR.

It is your responsibility to submit your child's application on time. Start your research early and be prepared.

We recommend expressing 5 preferences (or 3 if solely applying for Welsh medium education). Information about schools is available on the Council's website www.cardiff.gov.uk/secondaryadmissions

HOW THE APPLICATION PROCESS WORKS

- For your child to be allocated a place in a secondary school, you **MUST** submit an application.
- Applications must be made online at www.cardiff.gov.uk/secondaryadmissions - your local Hub can help you with this process if you would like further guidance.
- You can apply from **Monday 23 September 2024 until Monday 18 November 2024** (the 'closing date').
- You can upload any supporting documents you want considered during your application.
- If you wish the application to be considered under criteria that include previously looked after, medical or social grounds it is essential you provide supporting documents before the closing date.

IF YOU APPLY AFTER THE CLOSING DATE THE SCHOOLS YOU PREFER MAY ALREADY BE FULL.

DID YOU KNOW?

- Living in the catchment area, living close to the school, having an older brother or sister at the school, or participating in transition activities at the school **does not guarantee a place.**
- Selecting only one school on the form does not improve your chance of getting a place at that school.
- You can find out more about a school by attending their open evenings, arranging a visit with them, looking at their websites and reading their Estyn reports.
- There is no guarantee you will get your first preference.

IMPORTANT INFORMATION YOU NEED TO CONSIDER

Read and understand the oversubscription criteria. We use the same criteria for all community secondary schools, but Foundation and Faith schools will use their own. We use this to decide who we can offer places to when there are more applications than spaces in a school. Details of all of these can be found in the Information for Parents booklet – this is available to download at www.cardiff.gov.uk/secondaryadmissions

If you are applying for Bishop of Llandaff CiW High School, Corpus Christi High RC School, Mary Immaculate RC High School or St Teilo's CiW High School you will need to apply online AND complete and return their supplementary form. For St Illtyd's Faith schools in the Cardiff area, you will need to apply directly to the school.

All secondary schools in Cardiff run open evenings for you to visit, some schools have not confirmed dates yet for the autumn term 2024. We recommend you contact the school directly if a date is not listed on the school admission booklet 2025/26, they will be able to advise you on their arrangements.

WHAT IF MY CHILD HAS BEEN IDENTIFIED WITH ALN AND HAS AN INDIVIDUAL DEVELOPMENT PLAN (IDP)?

The ALN system reflects the principle that mainstream local schooling will be in the best interests of the child in most cases. Therefore, it is important that an application for a mainstream place is made for learners with an IDP, maintained by the school or local authority.

If your child is currently in a specialist provision (Specialist Resource Base or Special School) and requires the continuation of this type of provision for high school, a review will be held by the school and information will be submitted to the local authority. If you feel your child may require a specialist placement, please talk to the Additional Learning Needs Coordinator (ALNCO) at your child's school who will be able to explain the process.

Further information about the new ALN system and processes can be found on the council's website www.cardiff.gov.uk/ALN. If you have any additional questions or queries regarding the process, please contact Cardiff's ALN Advice and Helpline at ALNhelpline@cardiff.gov.uk

YOUR CHILD COULD WALK, CYCLE OR TRAVEL TO SCHOOL BY BUS HAVE YOU THOUGHT ABOUT HOW THEY WILL GET TO SCHOOL?

IS FREE TRANSPORT AVAILABLE?

Free transport is only provided to pupils residing 3 miles or over from the nearest available secondary school. This is measured from your home address to the nearest school gate, assessed via the shortest available walking route.

Should the nearest available school place, in the appropriate catchment area for the home address be refused, or not applied for by a parent/guardian, then you will not be eligible for free transport regardless of the distance to the school that you have chosen to send your child to.

For further information please see the School Transport Policy: www.cardiff.gov.uk/schooltransportpolicy

IF YOU WANT TO FIND OUT MORE ABOUT APPLYING FOR YOUR SECONDARY SCHOOL PLACE, VISIT WWW.CARDIFF.GOV.UK/SECONDARYADMISSIONS OR GO INTO YOUR LOCAL HUB WHERE STAFF CAN TELL YOU ABOUT THE ADMISSIONS PROCESS.

A video explaining the process is available (in 13 languages) at: www.cardiff.gov.uk/help-to-apply