

Whitchurch High School

Foundation School

Ysgol Uwchradd Yr Eglwys Newydd

Ysgol Sylfaen

Penline Road, Whitchurch, Cardiff CF14 2XJ
Telephone 029 2062 9700

Chair of Governors – Sian Hopkins
Headteacher – Nick John



Application for Admission **Year 7 – September 2024**

Included in the pack

- Welcome letter from Chair of Governors and Headteacher
- Admissions Criteria
- Notes for Parents

Please note that Whitchurch High School is part of Cardiff Council's scheme offering a common admissions process for Year 7 applications for September 2024. This means that as a parent you can make one application on-line, indicating up to five different schools that you wish to apply for. If you are not offered a place at your first choice you would automatically be considered for your second choice, and so on. Please note that some faith secondary schools are not part of this scheme meaning you would have to apply directly to these schools if they are one of your choices.

WHITCHURCH HIGH SCHOOL

Penlline Road, Whitchurch, Cardiff CF14 2XJ

Headteacher Nick John



YSGOL UWCHRADDYR EGLWYS NEWYDD

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Dear Parent/Carer

Application for Admission to Year 7 September 2024 at Whitchurch High School (Foundation school)

On behalf of the school and governors of Whitchurch High School we would like to welcome and thank you as you consider the secondary school options for your child for next September.

Whitchurch High School is an over-subscribed co-educational comprehensive school with over 2500 students on roll. Our intake is drawn from our seven partner primaries based in northern Cardiff. These are Birchgrove, Coryton, Gabalfa, Hawthorn, Llanishen Fach, Rhiwbeina and Whitchurch Primary School. The school is based on two sites in the suburb of Whitchurch. Years 7, 8 and 9 are based on the lower school site off Manor Way, with Years 10, 11, 12 and 13 students on the upper school site in the Village. The popularity of the school means that it is oversubscribed in all year groups.

We are an inclusive school and have a SEN Specialist Resource Base (SRB) called Ty Calon on both sites which admits up to one hundred pupils from across Cardiff. [Cardiff Council](#) separately administers admissions for Ty Calon in partnership with the school.

As a foundation school the governors directly manage mainstream admissions. The school runs the first round of admissions through Cardiff Council's common admission process. Applications must be received before the deadline of Monday 20th November 2023. Any applications after this deadline must be submitted directly to the school - the application form is available from our website. Please ensure that you read the admissions criteria and notes for parents attached.

We at Whitchurch are dedicated to helping each child achieve their potential and to this end we work closely in partnership with parents/carers. The needs of each individual student are reviewed at regular intervals throughout their time with us.

One of our fundamental aims is to develop responsible students who possess the qualities and skills which equip them for their next steps, be that further study or employment. Learning for life; developing ambitious capable individuals ready to play a full part in life and work as valued members of society.

We celebrate personal successes at every opportunity and take great pride in the achievements of our current students and alumni. Our honours boards celebrate achievements over the years, with our alumni board providing inspiration to our students.

We offer a wide range of courses with individually designed programmes for students of all levels of abilities, including the More Able and Talented and those with Additional Learning Needs.

Whitchurch High School has a long tradition of academic, sporting, and artistic excellence which we strive to maintain through high-quality teaching and learning, through nurturing the wellbeing of our young people and through providing wide and varied opportunities for extra-curricular activities.

We are very proud of our school and its place within our community. Please take this opportunity to view our website ([Whitchurch High School \(whitchurchhs.wales\)](http://Whitchurch High School (whitchurchhs.wales))) and prospectus ([Prospectus.pdf \(whitchurchhs.wales\)](#)) to find out more about our school and please feel free to get in touch if you have any questions or if we can help in any way.

We would like to wish you and your child every success for the future.

Yours sincerely

Sian Hopkins
Chair of Governors

Nick John
Headteacher

WHITCHURCH HIGH SCHOOL ADMISSION CRITERIA

2024 to 2025 INFORMATION FOR PARENTS: Please read these notes carefully

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which pupils to admit:

1. Pupils who are – or have previously been – looked after (in public care)
2. Pupils subject to an Individual Development Plan (IDP), in which a specific school is named.
3. Pupils who are on roll in one of Whitchurch High School's partner primary schools
4. Pupils who live within the catchment areas of the partner primary schools with an older sibling attending WHS at the time of their admission to the school, ie will be in Y7-Y11 in September 2024.
5. Pupils who are not on roll at any of the partner primary schools but who, by virtue of their address, would normally expect to be taught at one of these schools as they live in the catchment areas of the partner primary schools.
6. Pupils who live outside the catchment areas of the partner primary schools with a sibling attending WHS at the time of their admission to the school, ie will be in Y7-Y11 in September 2024
7. Pupils who live outside the catchment areas of the partner primary schools.

Where the number of preferences exceed the number of places available in any higher criterion, proximity is used as a tie breaker to determine which pupils are admitted. Whitchurch High School uses the Council's Geographical Information System (GIS), referred to as an 'Integrated Transport Network' (ITN), configured in compliance with the Learner Travel (Wales) Measure 2008 and the Learner Travel Statutory Provision and Operational Guidance 2014 route determination criteria.

The shortest safe available route (as defined by the Welsh Government's 'Learner Travel Statutory Provision and Operational Guidance June 2014') is calculated (to 4 decimal places) from the co-ordinates of an applicant's home address (determined using the Local Land and Property Gazetteer [LLPG] address point data), to the nearest open school gate using Ordnance Survey (OS) route data.

a) Where there is no safe route available, the nearest point on the ITN to the applicant's home address will be used to calculate the shortest driving route to the nearest open school gate.

b) Tie-breaker: Where flats use the same LLPG address point co-ordinates, the route assessment is determined from the front entrance to each flat.

For applications for pupils residing within mainland UK but outside of the area covered by the integrated transport network (ITN), residence to school distances are calculated as the shortest driving distance as evaluated using google maps. Where applicants reside outside of mainland Britain, route distances are determined as the shortest route as determined using google maps utilising available transport types.

If a pupil lives at different addresses during the week, the address where they stay overnight for the greater number of nights per week will be the determining factor.

Admission requests by twins, triplets and other multiple births will be considered together in accordance with the above criteria. If the criteria is met both twins, all triplets, etc would be admitted to the school.

Admission requests by children of UK services personnel moving into the area will need to meet residency requirements with confirmation of proof of posting.

Transfer to Secondary Education:

Only applications received by the published closing date for receipt of application will be considered in the initial round of allocation of places. Application for transfer to secondary education in September 2024 can be made on-line through the Cardiff Council website www.cardiff.gov.uk with effect from 25th September 2023. It is the responsibility of parents to ensure that an application is made by the closing date of 20th November 2023. Applications made after this date will be considered as late applications.

For late applications we highly recommend that you send your form in such a way that you have proof of receipt by Whitchurch High School, for example by recorded delivery or by hand delivering it to Whitchurch High School and obtaining a receipt. Whitchurch High School takes no responsibility for forms which are lost in the post or returned due to insufficient postage.

NOTES FOR THE GUIDANCE OF PARENTS

Permanent address

Please ensure that the details are correct, and it is your child's permanent home address NOT the address of a business, a relative, a friend, a childminder, a temporary address or an address to which you hope to move.

Residence

If you are planning to move and this involves the purchase of a property you will need to provide a solicitor's letter confirming exchange of contracts and the actual completion date. WHS cannot accept a letter confirming your intention to purchase a property.

If your move involves the renting of a property you will need to provide a copy of your tenancy agreement from a recognised letting agency, estate agent or solicitor confirming the lease start and end date.

If your move involves returning to live in a property you already own, you will need to provide written evidence of the date that you will move back into the property. If you have rented your property to someone else, you will also need to provide evidence that you have given your tenants notice to leave.

If we are not satisfied with the evidence you have provided we may ask for additional information. If we do not receive satisfactory evidence WHS will not accept your application from the new address.

Late applications

Following the first round of allocations, late applications will be considered in accordance with the admissions criteria. Applications from the first round of allocations and any subsequent late applications will be considered together for any subsequent available places that may arise.

Sibling

For admission purposes a Sibling is a child who is the brother/sister, half-brother/sister (children who share one common parent), step brother/step sister where two children are related by virtue of their parents being married, co-habiting or in a civil partnership. This definition also includes adopted or fostered children living at the same address.

Shared responsibility

Where parents have shared responsibility for a child, and the child lives at the parents' separate addresses for different parts of the school week, then the home address will be determined as the address where the child lives for the majority of the week. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

In disputatious cases, where parents have joint responsibility, applications must be agreed by both parents.

Waiting Lists

Where a place has been refused, the application will be placed on a waiting list. **Applications will remain on the waiting list until the 30th September, 2024. After this time parents will be expected to make a further application for admission.**

Appeals process

If parents are dissatisfied with the result of an application, an appeal may be submitted to the Independent Statutory Appeal Panel. If the appeal is not successful, further applications for a place at the same school will not be considered for the same academic year.

Withdrawal of places

Any place approved on the basis of residence will be withdrawn if the pupil is no longer permanently resident at the home address specified in the application at the beginning of the school term to which the application relates (term dates as published in the Admission to Schools Booklet). The home address is considered to be the pupil's along with their parents'/carers' main and genuine principal place of residence on the published date i.e. where they are normally and regularly living. If a pupil is resident with friends or relatives (for reasons other than guardianship) the friends' or relatives' address will not be considered for allocation purposes.

Where parents knowingly give false information in order to obtain the advantage of a place at WHS for their child to which they would not have been entitled, the Governors reserve the right to withdraw the offer of a place. Parents may render themselves guilty of an offence under Section 5(b) of the Perjury Act 1911.