

Dear Parent/Carer

### **Reception - September 2023**

In September 2023 your child will require a full time Reception place in a primary school. You will need to apply for a school place using the online application portal between the dates below:

<b>Admission portal opens</b>	<b>Monday 3rd October 2022</b>
<b>Admission portal closes</b>	<b>Friday 25<sup>th</sup> November 2022</b>

It is your responsibility to submit an application and apply on time. If you do not submit an application you will not receive a school offer. Your child will not be given a school place automatically.

Offer day for on time applications is 17<sup>th</sup> April 2023.

Applications received after the closing date will be considered as LATE. Late applications will not be processed until after all on time applications that were received have been offered their school places on the statutory offer day.

### **Important Information**

- Changes to Welsh Medium school catchment areas were implemented in September 2021 and the catchment school for your home address may have changed. If you are not sure which English or Welsh-medium school is your catchment school and wish to check, please contact [Admissions@swansea.gov.uk](mailto:Admissions@swansea.gov.uk)
- Do not assume you are in catchment just because you live near a school. Contact [Admissions@swansea.gov.uk](mailto:Admissions@swansea.gov.uk) to check your catchment school.
- If you are applying for a place at a school that is not the designated school for your home address, the responsibility and the cost for getting your child to and from school lies with you as parent/carers. Please refer to our website for details of the local authority Home to School Transport Policy - [www.swansea.gov.uk/schooltransport](http://www.swansea.gov.uk/schooltransport)

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Croesewir gohebiaeth yn y Gymraeg a byddwn yn ymateb yn Gymraeg.  
Byddwn yn ymdrin â gohebiaeth Gymraeg a Saesneg i'r un safonau ac amserlenni.

To receive this information in an alternative format please contact Education Support ☎ 637400  
I dderbyn y wybodaeth hon mewn fformat arall, cysylltwch â Chefnogi Addysg ar ☎ 637400

- It is your responsibility to submit an application and apply on time. We cannot offer your child a place until you make your application. Your child will not be given a school place automatically.
- We will try and meet a parental preference however, please be aware that:-
  - Living in the catchment area does **not** guarantee your child a place at the school.
  - Having a sibling of statutory school age already attending the school does **not** guarantee your child a place at the school.
  - Attending the nursery class in a primary school does **not** give your child automatic right of entry into the Reception class and it does **not** guarantee your child a place at the school.
  - Attending a partner primary school does **not** guarantee your child a place at the associated secondary school.
- The application allows you to select more than one school preference. Please consider using all your preferences, you have three, as this will mean you will have more chance of being allocated a school place you would like. Please also consider using your catchment school as a preference.
- If you are living outside of the City and County of Swansea (i.e. you pay your council tax to a different local authority) we strongly advise that you also make an application with your own local authority, as in the event we are unable to offer your child a place at a Swansea school(s) that you have made a preference for, we will not offer your child an alternative Swansea school.
- Alternatively, if you reside within the City and County of Swansea and wish to apply for a school in another local authority, please contact the relevant local authority who will be able to advise you of their admission procedures. You can also apply for a place in a Swansea school in the event your out of county preference is not offered.
- If you have moved home recently, please ensure you have updated your address with your child's current school.

### **How to apply**

The easiest way to apply is on-line. To do this you will need to register on the Swansea Council School Admissions website. You will need a valid email address. The system is compatible for use with a number of electronic devices, including mobile phones. The application process is very important and the Information for Parents 2023/2024 details how you should make an application, how places are allocated and the local authority's oversubscription criteria should a school receive more applications than there are places available.

**INFORMATION FOR PARENTS 2023/2024**

[www.swansea.gov.uk/informationforparents](http://www.swansea.gov.uk/informationforparents)

**It is essential you read the booklet as you will have to confirm you have read the information before you make your application.**

**APPLY ONLINE USING THE COUNCIL'S  
APPLICATION PORTAL**

[www.swansea.gov.uk/applyforaschoolplace](http://www.swansea.gov.uk/applyforaschoolplace)

If you do not have the use of a computer or any of the above-mentioned devices at home, or you would like additional support with your application, you can find help at:-

- your child's primary school
- the Contact Centre in the Civic Centre, SA1 3SN / your local library
- the Admissions Team - Tel 01792 636550 / email [Admissions@swansea.gov.uk](mailto:Admissions@swansea.gov.uk)
- guidance notes available on the website

Should you have any queries regarding the application process or would like a paper copy of any of the documents, please contact the Admissions Team.

**Application Checklist**

- Read the Information for Parents Booklet 2023/2024
- Updated your address with the school if it has changed
- Submitted your application on time
- Used all of your preferences
- Considered including your catchment school as a preference
- Pressed **SUBMIT** when you completed your online application
- Checked you have received an email confirming the application has been submitted – this email lists the school preferences you have chosen.
- RE-SUBMIT** your application if you make any changes (**changes can only be made whilst the admission window is open**)

**It is your responsibility to submit an application and apply on time. If you do not submit an application you will not receive a school offer. Your child will not be given a school place automatically.**

**Please be aware that if you wait until the last day to submit your application and experience any difficulties completing the form, there will be no technical support available after 4.00 pm on closing day (25<sup>th</sup> November 2022).**

Yours faithfully

Admissions Team  
[Admissions@swansea.gov.uk](mailto:Admissions@swansea.gov.uk)