

Flintshire School Admission Arrangements for Academic Year 2027/2028 – Entry September 2027

If your child is a new school entrant you should decide on the type of school required, this can be:

- English medium education (where Welsh is taught as a second language)
- Welsh medium education (education through the medium of Welsh, children become bilingual).
- Denominational education (Faith based church voluntary aided and voluntary controlled schools)

Flintshire Local Authority operates a single entry in September each year; your child should reach the age below to qualify

Current Phase	New Phase	Age by 31/08/27
N/A	Nursery (For 3 and 4 year olds)	3
Nursery Education (For 3 and 4 year olds)	Reception/Primary	4
Primary	Secondary	11

Admissions Timetable 2026/2027 – Entry in September 2027

Admission Phase	Admission forms made available to parents on -	Parents' consideration period	Closing date for receipt of completed forms	Allocation period by LA/ admitting authority	Parents informed by ("Offer Date")
Secondary	01/09/26	01/09/26 - 31/10/26	31/10/26	01/11/26 – 04/01/27	01/03/27
Reception	21/09/26	21/09/26 - 15/01/27	15/01/27	16/01/27 – 23/02/27	16/04/27
Nursery	04/01/27	04/01/27 – 15/02/27	15/02/27	16/02/27 – 22/03/27	05/05/27

Application forms **must** be submitted to the Local Authority by the on-time closing date. Your child may have less opportunity to be allocated to your preferred school if your application is received after this date, as your application may be considered as late. More information is available in the 'Late Applications' section in this document.

Late applications received **after** the end of the allocation period will **not** be processed until after the "offer dates".

Appeals for Secondary phase should be submitted by **Sunday 4th April 2027** and appeals for Reception should be submitted by **Sunday 2nd May 2027**.

1. How to apply

1.1 Community Schools, Faith, and Foundation Schools

Arrangements must be made to enable parents to express a preference for a school they wish their child/children to attend. By law, parents who express a preference are given priority for admission over those who do not.

You can access our online service to make your application in accordance with the above timetable on the Flintshire County Council website, [School Admissions](#). This is the only method of application. This form should be used if you are a resident in Flintshire and you wish to express a preference for a Flintshire school OR a school in a neighbouring authority where we have a data sharing agreement.

Parents **must ensure** they receive a submission email that confirms their application has been submitted via the online application portal.

If you express a preference for a VOLUNTARY AIDED school (Catholic or Church in Wales) or FOUNDATION school in Flintshire, in addition to completing the Local Authority application you may also be required to complete additional paperwork, such as a Supplementary Information Form (SIF). These schools are responsible for considering your child's application against others received in accordance with their own oversubscription criteria, so please ensure that you read their individual Admissions Policy carefully prior to applying.

Important - If you wish to apply for a school in Cheshire West and Chester or Wirral, you must use their application form as we are **unable** to process applications for schools in Cheshire West and Chester or Wirral. We do not hold a data sharing agreement with **any** Local Authority in England.

Parents are strongly advised to express more than one preference, up to a maximum of 6. They must be listed in a preferred order. Only the highest preference that can be met will be used to offer a place. **Listing the same school multiple times does not result in a better chance of being offered that school.**

1.2 Sixth Form

In the case of sixth form admissions, expression of a preference can be made by either a parent or a young person or both and should be done by contacting the school concerned. Schools are responsible for the applications to their sixth form.

1.3 Specialist Schools/Resource Provisions

Places to specialist schools within Flintshire are allocated through ALN Moderation Panel only. Applications for these schools cannot be processed by the Local Authority.

2. Neighbouring Authorities – Admissions to schools outside of Flintshire local authority

Flintshire works closely with neighbouring Welsh Local Authorities to coordinate admission arrangements. Parents who reside in Flintshire but wish to express a preference for a school in a County where we have a data sharing agreement should still use the Flintshire preference form. We will then pass the application to the relevant Local Authority in line with our data Sharing Agreement.

Secondary: We share data with :

- Denbighshire County Council - admissions@denbighshire.gov.uk
- Wrexham County Council - admissions@wrexham.gov.uk

Primary: We share data with:

- Denbighshire County Council - admissions@denbighshire.gov.uk
- Wrexham County Council - admissions@wrexham.gov.uk

To apply for a school in any local authority other than those listed above, parents should contact the respective Local Authority directly.

Please note that neighbouring local authorities' timetables may be different to that above. If the school for which you wish to express a preference is in another county, please contact the respective Local Authority to ensure you do not miss the closing date.

Important - *If you wish to apply for a school in Cheshire West and Chester or Wirral, you must use their application form as we are unable to process applications for schools in Cheshire West and Chester or Wirral. We do not hold a data sharing agreement with **any** Local Authority in England.*

This may mean you need to submit two applications if you are expressing a preference for a CWAC school and for a Flintshire school for example.

For further information please contact the relevant authority.

Cheshire West & Chester Council – admissions@cheshirewestandchester.gov.uk

Wirral County Council - admissions@wirral.gov.uk

3. Co-Ordinated Admission Arrangements

The Local Authority operates a co-ordinated admission scheme for maintained schools in its area in accordance with the Education (Co-ordination of School Admission Arrangements and Miscellaneous Amendments) (Wales) Regulations 2024. Under this scheme, parents apply for school places through a common application process and receive **a single offer of a school place** on the relevant national offer day.

The scheme co-ordinates the processing and timing of applications and offers across all maintained schools, while each admission authority applies its own published oversubscription criteria. The Local Authority also participates in cross-border co-ordinated admission arrangements with Denbighshire County Council and Wrexham County Borough Council. No co-ordinated admission arrangements are in place with admission authorities in England. Full details of the co-ordinated admission arrangements are set out in the Local Authority's Co-ordinated Admission Arrangements and these are reviewed annually.

4. Late Applications

Late applications will be considered after those received by the closing date. If the Local Authority considers that there are good reasons for the application form being late it will be considered with the “on time applications”. In all cases, supporting evidence must be provided.

For oversubscribed schools, on-time applications will be ranked in accordance with the oversubscription criteria, and available places will be offered to the highest-ranking on-time applicants. All late applications will then be ranked in accordance with the oversubscription criteria, and any remaining available places will be offered to the highest-ranking late applicants as at the end of the allocation period.

4.1 Applications Received After The End Of The Allocation Period

Applications received **after** the ‘end of the allocation’ period will **not** be considered as exceptions for being added with ‘on-time applications’.

Application received **after** the end of the allocation period will not be processed until after ‘offer day’, as per the below timetable.

This timetable refers to the processing dates for Secondary Main Round applications received after the closing date :

Date of late applications or changes to applications requests received between	Notification of outcome in
1 st November 2026 – 4 th January 2027	Offer Day – Monday 1 st March 2027
5 th January 2027 to 31 st March 2027	April 2027
1 st April to 30 th April 2027	May 2027
1 st May to 31 st May 2027	June 2027
1 st June 2027 – 2 nd July 2027	July 2027
3 rd July – 31 st August 2027	August/September 2027

This timetable refers to the processing dates for Reception Main Round applications received after the closing date :

Date of late applications or changes to applications requests received between	Notification of outcome in
16 th January 2027 – 23 rd February 2027	Offer Day – Friday 16 th April 2027
24 th February 2027 – 15 th May 2027	June 2027
16 th May 2027 – 15 th June 2027	July 2027
16 th June 2027 – 2 nd July 2027	August 2027
3 rd July – 31 st August 2027	September 2027

This timetable refers to the processing dates for Nursery Main Round applications received after the closing date:

Applications received	Email informing of allocation sent
16 th February 2027 – 22 nd March 2027	Offer day – 5 th May 2027
23 rd March 2027 – 4 th May 2027	June 2027
5 th May 2027 – 4 th June 2027	July 2027
5 th June – 2 nd July 2027	August 2027
3 rd July onwards	September 2027

5. The Process for offering school places

All pupils will be admitted if the Admission Number has not been reached. The Admission Number for each school relates to the number of children that can be admitted to each year group during the school year. The Admission Number for a school is calculated using the capacity assessment method in the Welsh Government's guidance document '[Measuring the Capacity of Schools in Wales](#)'. All school Admission Numbers are included on the '[Schools List](#)'.

If more parents express a preference for a school than there are places available and the Admission Number is reached, the Local Authority applies the published oversubscription criteria to rank all preferences expressed to see who can be offered a place.

All preferences received will be considered on the basis of equal preferences. This means that in the first instance, all preferences will be considered against the relevant oversubscription criteria only, i.e. without reference to the preferred ranking.

If a place can be offered at more than one of the preferences expressed (because a preferred school is undersubscribed or because the applicant has a high enough priority against the criteria for an oversubscribed school, or because a school receives the same number of applications as the number of places available), the place offered will be for the school ranked highest on the application.

Please Note: Expressing a preference does not guarantee a place at your preferred school if that school is oversubscribed. If more parents apply for places at the school than the number of places available, the Local Authority will apply the oversubscription criteria for allocating places as set out in the policy.

6. Voluntary Aided Faith and Foundation Schools

If you express a preference for a voluntary aided school (Catholic or Church in Wales) or foundation school in Flintshire, the relevant school will be sent your details. You may also be required to complete a Supplementary Information Form which is available direct from the school. The timetable for admissions also applies to voluntary aided and foundation schools.

These schools are responsible for considering your child's application against others received in accordance with their own oversubscription criteria. Once applications for these schools have been ranked, they are shared with Local Authority who will then send out the offer of a place on the relevant 'offer day'. Any preferences not met will be returned to the Local Authority and will be treated equally with other preferences expressed for Flintshire Community Schools.

The individual Admissions Policies for these schools can be found in the relevant section of this parent's guide booklet, or on the website for each school.

There is 1 Foundation School in Flintshire:

- Ysgol Derwen Foundation School, Higher Kinnerton

There are 5 Voluntary Aided Primary Catholic Schools in Flintshire:

- St Mary's Catholic Primary School, Flint
- St Winefride's Catholic Primary School, Holywell
- St David's Catholic Primary School, Mold
- St Anthony's Catholic Primary School, Saltney
- Venerable Edward Morgan Catholic Primary School, Shotton

There is 1 Voluntary Aided Secondary Catholic School in Flintshire:

- St Richard Gwyn Catholic High School (Voluntary Aided)

There are 8 Voluntary Aided Church in Wales Schools in Flintshire:

- Ysgol yr Esgob Church in Wales Voluntary Aided School
- Hawarden Village Church in Wales Voluntary Aided Primary School, Hawarden
- Lixwm Church in Wales Voluntary Aided Primary School, Lixwm
- St Mary's Nercwys Church in Wales Voluntary Aided Primary School. Nercwys
- Saint John the Baptist Church in Wales Voluntary Aided School, Penymynydd
- St Ethewold's Church in Wales Voluntary Aided School, Shotton
- Trelawnyd Voluntary Aided Church in Wales Primary School

- Ysgol y Llan Church in Wales Voluntary Aided primary School Whitford

There is 1 Voluntary Controlled Church in Wales Primary Schools in Flintshire, for whom the Local Authority is the admitting authority. The Local Authority's Admissions Policy applies to this school:

- Nannerch Church in Wales Voluntary Controlled Primary School

7. Policy for Admissions to Schools

The County Council is the Admissions Authority for all community primary and secondary schools, including voluntary controlled schools, and is responsible for determining the arrangements for admissions to these schools. The Local Authority will consult annually with school Governing Bodies and the Diocesan Education Authorities in relation to their admission arrangements.

The Local Authority will comply with statutory requirements and the [Welsh Government School Admissions Code](#) and will take account of the expression of parental preference in the context of its duty to ensure the provision of effective education and the efficient use of education resources. When considering applications, the Local Authority will observe the provisions of the School Admissions Code which states that admission authorities should admit to the school's admission number and will rarely be able to prove prejudice as a ground for refusing an additional pupil while the numbers remain below the admission number.

Under the School Admissions Code, it may be reasonable in exceptional circumstances for the local authority, with the agreement of the Headteacher, to exercise discretion to admit more pupils than the admission number indicates, subject to such admissions not adversely affecting the school in the longer term including but not exclusively the duty to comply with infant class size legal requirements.

The Local Authority will comply with its duty to ensure the provision of effective education and the efficient use of resources. In so doing, the Local Authority will have regard to the total resources, including accommodation and staffing, available to each school and any constraints imposed by the school organisation and curriculum. It will also consider the resource implications for the authority and impact on other education policies. It will also give due regard to whether admitting more pupils than the admission number detrimentally impacts other neighbouring schools.

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 on the basis of misleading information, the application must be considered afresh and a right of appeal offered if a place is refused.

Flintshire Local Authority does not operate catchment or feeder school arrangements. All learners are required to submit an application for admission to Reception and Secondary education. This includes learners currently attending the school through nursery or early entitlement provision, as well as learners attending a school where the primary and secondary phases are located on the same site (Ysgol Maes-y-Felin/Ysgol Uwchradd Treffynnon; Ysgol Mynydd Isa/Ysgol Uwchradd Argoed). This also applied for Welsh medium school applications between phases.

7.1 School Clusters

Some primary and secondary schools work together as part of a cluster to support continuity of learning and strengthen links between phases of education. Participation in a school cluster **does not** give pupils any priority or guarantee of a place at a particular secondary school. Applications for admission to the next phase of education are considered strictly in accordance with the relevant admission arrangements and oversubscription criteria.

8. Admission Phases

Each of the following phases of education requires *a new, separate application*. Securing a place in one phase of education does not guarantee a place in the next phase.

8.1 Early Entitlement - Nursery Education for 3-year-olds

A part-time education place is available to all children the school term after their 3rd birthday.

The table below sets out the key dates.

Early Entitlement Education for 3 year olds:		
Children whose 3 rd birthday falls between:	Entitled to:	
1 st September and 31 st December	2 terms (Spring & Summer) of Early Entitlement Education (10 hours a week) from the beginning of the school term on or after 1 January	Early Entitlement Education can be accessed in a preschool playgroup (Welsh or English medium), a private day nursery or a school nursery class.
1 st January and 31 st March	1 term (Summer) of Early Entitlement education from the beginning of the school term on or after 1 April	

Further information and details of how to apply can be found at [Funded Early Education](#).

Children whose 3rd birthday falls between 1st April, and 31st August receive early education in a school nursery class from the beginning of the Autumn Term on or after 1 September. For further information please refer to **8.2 Nursery Education (3- and 4-year-olds)**

Notes:

- Admission to Early Entitlement education at a particular school does not guarantee subsequent admission to nursery at that school. A fresh application will be required. For further information please refer to 8.2 Nursery Education (3- and 4-year-olds)
- No transport is provided.
- Funded Early Education forms part of the Welsh Government's '30-hour childcare offer' for three and four year olds of working parents. Full details of the childcare can be found at [Childcare Offer in Wales](#)
- For further information please contact: Early Years Childcare Programmes Team on 01352 703930

8.2 Nursery Education (3- and 4-year-olds)

A child becomes eligible for a place at a nursery class in the September following the child's 3rd birthday. Nursery education is not compulsory and parents have **no right of appeal** regarding nursery admissions under the [School Standards and Framework Act 1998](#).

Nursery schooling in all schools will be provided on the basis of 5 x 2.5 hour (12.5 hours) sessions per week for each child. Places are available in Nursery classes at all Flintshire primary schools, up to the Admission Number for each school.

Parents may express a preference for any nursery irrespective of where the child's home is in relation to the school. However, expressing a preference does not guarantee a place at that nursery. In the event of oversubscription, applications for nursery places will be dealt with by applying the oversubscription criteria in respect of primary schools as set out in this guide.

For information on how to apply please refer to 1. How to apply

Notes:

- Admission to a nursery class at a particular Primary School does not guarantee subsequent admission to reception class at that school. A fresh application will be required.
- No transport is provided.
- There is no right of appeal regarding nursery admissions.

8.3 Primary

The Authority will admit a child to a maintained primary school at the beginning of the school year if the child has achieved his/her 4th birthday, on or before August 31st of that calendar year.

Once a reception place has been offered and accepted, parents may defer their child's entry until the start of the term following the child's 5th birthday. Parents cannot defer entry beyond this point, nor beyond the academic year for which the original application was accepted.

In accordance with [legislation](#), infant class sizes (Reception, Year 1 and Year 2) are restricted to a limit of no more than 30 pupils per school teacher. In respect of junior classes (Year 3 to Year 6), the target is no more than 30 pupils per school teacher.

8.4 Secondary

The Authority will admit a child to a maintained secondary school at the beginning of the school year following the child's 11th birthday.

9. Oversubscription Criteria

All pupils will be admitted if the Admission Number has **not been reached**. However, if we receive more applications than we have places available, applications will be considered against the oversubscription criteria, which are listed in priority order.

Any child for whom the school is named in part 2D of the Local Authority Individual Development Plan (LA IDP) will be admitted before the application of the oversubscription criteria.

Criteria to be applied in order of priority by the Local Authority for admission to Nursery, Primary and Secondary Schools:

- a) Looked after children or previously looked after children.
- b) Pupils for whom the preferred school is the nearest suitable school to the pupil's home address.
- c) Pupils who will have a sister or brother attending the preferred school on the expected admission date. The sibling criterion will only be applied for the statutory period of education, i.e. up to Year 11.
- d) Other pupils to whom criteria (a)–(c) do not apply. Places will be allocated in order of proximity, up to the school's Admission Number.

*Proximity will be measured as the shortest available walking route from the pupil's home address to the main entrance of the school, as determined by the Local Authority's Geographic Information System (GIS).

The oversubscription criteria will be applied first to all applications received before the closing date, and then to late applications received before the end of the allocation period. Applications received after the end of the allocation period cannot be processed until after 'offer day'.

Tie-breaker

If there are more applications than places in any of the above categories, a 'tie-breaker' will be applied and the places will be allocated in distance order giving priority to those living nearest the school. The Local Authority consistently uses distances that are measured on a Geographical Information System (GIS) mapping system.

If the authority is unable to comply with the parental preference(s) expressed, then the parent will be asked to consider available places at alternative schools.

For the allocation of places, **the nearest suitable school** is interpreted as:

- The Local Authority maintained school nearest to the child's home, measured from the child's home address to the school main entrance by the shortest walking route.
- The nearest Welsh medium school to the child's home, measured from the child's home address to the school main entrance by the shortest walking route, where parents wish their children to receive their education through the medium of Welsh.
- The nearest Denominational school where parents wish to have their children educated in a denominational school.

When making a decision about the '**nearest suitable school**' the Local Authority will accept **only** the pupil's home address and not that, for example, of childminder, friend or grandparents.

Neither can you use a future address, for example, a house that you are in the process of purchasing.

Further information regarding Home Address and accepted proof of address can be found **HERE 13**.

DEFINITIONS

10. Admission Of Pupils From Outside Flintshire

Pupils applying for admission to a school in Flintshire who do not reside in Flintshire will be offered a place at a school in accordance with Flintshire admission arrangements.

11. Notifying Parents

The outcome of an application for admission will be notified to parents **via email only**.

Where the application has been refused, the email will set out the reasons for the decision and the right of appeal.

Parents will be asked to decide by a specified date, one or more of the following options:

- Place child's name on a waiting list.
- Proceed to appeal and place child's name on a waiting list.
- Accept the place offered at an alternative school for which preference has been expressed.
- Request an alternative school by emailing the Admissions Team.

All options are available together or individually, i.e. accept your 2nd preference, put your child's name on a waiting list, appeal and consider a place at an alternative school, if you wish.

12. Waiting Lists

Waiting lists for oversubscribed schools will consist of those children whose parents have specifically requested in writing, via email, to be placed on the school's waiting list and those for whom an appeal form has been received.

For admissions main round applications, waiting lists will be maintained until 30 September in the school year concerned. After that date, any parents still wishing to be considered for a place must re-apply using the application form for that specific year group. If places become available, they will be allocated according to the oversubscription criteria and not according to the date when the application was submitted or when a child's name was added to the waiting list.

In the main admissions round, waiting lists will be prepared and any secondary places which become available after 1 March (offer date) will be allocated after 1 April. The waiting lists will then be updated and any further places which become available will be allocated after 1 May.

For primary, any reception places which become available after 16 April (offer date) will be allocated after 16 May. The waiting lists will then be updated and any further places which become available will be allocated after 16 June.

Where applications to transfer between schools outside the normal admission stages are refused, the Local Authority will, in agreement with the parent, place the child's name on a waiting list which will remain open until the end of the school term for which the application was made. After that date, parents must specifically request that their child's name remains on the waiting list for an additional school term otherwise the name will be removed. If the application is made at the end of a school term, the child's name may remain on the waiting list until the end of the following term. The Local Authority will be unable to disclose where your child is on the waiting list.

13. Definitions

1. ADMISSION AUTHORITY

The body responsible for setting and applying a school's admission arrangements. For community and voluntary controlled schools, Flintshire County Council is the Admission Authority.

For foundation or voluntary aided schools, the governing body of the school is the Admission Authority.

2. 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 make sure that persons with parental responsibility but with whom the child does not live, can be provided with school reports and be given an opportunity to take part in the child's education.

Acquiring parental responsibility:

- A mother automatically has parental responsibility for her child from birth.
- In England and Wales, if the parents of a child are married to each other at the time of the birth, or if they have jointly adopted a child, then they both have parental responsibility. Parents do not lose parental responsibility if they divorce, and this applies to both the resident and the non-resident parent. This is not automatically the case for unmarried parents.
- A father has parental responsibility only if he is married to the mother when the child is born or has acquired legal responsibility for his child through one of these three routes:
 - (From 1 December 2003) by jointly registering the birth of the child with the mother
 - By a parental responsibility agreement with the mother
 - By a parental responsibility order, made by a court

Parents are asked to co-operate 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.

Any reference to 'parents' within this booklet extends to include any individual who has care of the children.

Only the person(s) with parental responsibility for a child ("Parents") can apply for admission. Where there is shared parental responsibility, all Parents **should be in agreement** about the preferences listed in the application.

It is the Parents' responsibility to come to this agreement.

If you cannot agree which school your child should attend with another Parent, you should immediately take your own legal advice regarding making an urgent application to the Court.

If it is brought to our attention that both parents with parental responsibility do not agree on the preferred school, the application will be placed on hold until an agreement is reached. The Local Authority will have no involvement in reaching this agreement.

3. HOME ADDRESS

The address on the application form must be the child's **current permanent place of residence**.

Permanent means where your child physically resides and sleeps for the majority of the school week and not somewhere where the child is temporarily staying for a short time. This will usually be the Parents' address.

Addresses may be checked against records held on the Council Tax Database. In addition, Parents may be asked to prove residency at an address using, for example, any of the following documentation: Council Tax correspondence, or such other evidence as the Local Authority deems appropriate.

Please note any documents provided must be relevant, current and relate to the address noted on the application form. The documents must also identify you by name, must be the most recent ones available and no older than 3 months when stated.

For allocation purposes, any offer of a school place is based on where your child lives at the end of the allocation period and is conditional on your child living at that address, unless you have notified us of, and we have accepted a subsequent move.

If the Local Authority is not satisfied with the evidence provided including, but not exclusively, if you have not followed the terms of this policy then your child's application **will not be accepted and will be withdrawn**.

Parents are advised that a school place may be lawfully withdrawn if the information given on their application form is fraudulent and/or misleading. Please be advised that intentionally providing false information on an application form can be a criminal offence under the Fraud Act 2006. All applications where there is doubt about the address being given will be investigated by the Local Authority.

The responsibility lies with the Parents to provide sufficient documentary evidence to support permanent residence at the address used. The use of false, misleading, or inaccurate information including omissions may lead the Local Authority to also withdraw an offer of a place in the event an offer had previously been made.

3.1 Split Home Address

Where a child lives at two addresses, parents must nominate a single address to be used for the purpose of the application. Where there is an equal shared care arrangement, the Local Authority may request documentary evidence, such as a valid shared care court order, to confirm this arrangement. In the absence of a shared care court order or other legal documentation confirming equal care, the child's main residence will be deemed to be that of the parent who receives Child Benefit. Any address provided may also be verified against Council Tax records.

3.2 Temporary Address

Where a child is living at a temporary address at the time of application, the Local Authority may request documentary evidence to confirm that address. Acceptable evidence may include a signed tenancy agreement, a letter from a solicitor, landlord or housing provider confirming the arrangement, or official correspondence (HMRC, DWP, Universal Credit) showing the applicant's name and address, or such other evidence as the Local Authority deems appropriate. Where applicable, applicants may also be required to demonstrate that the temporary address is the child's sole or main residence and that there is an intention to remain at that address. The Local Authority reserves the right to request further evidence or to withdraw an offer if an address is found to be used solely to secure a school place.

Please Note: Should you move after applying but during the allocation period you must provide us with proof of your new address. Acceptable evidence is noted above.

Please note any documents provided must be relevant, current and relate to the address noted on the application form. The documents must also identify you by name and must be the most recent ones available and no older than 3 months when stated.

In all instances, the responsibility lies with the Parent(s) to provide sufficient and appropriate evidence to support permanent residence at the address used for the application when requested.

4. DISTANCE

The Council uses a Geographical Information System (GIS) to calculate the shortest home to school distance in miles. This is integrated into the school admission Synergy software. The co-ordinates of an applicant's home address are determined using the Local Land and Property Gazetteer (LLPG) and Ordnance Survey (OS) Address Point Data. The starting point for a route assessment is determined as the nearest point on the walking route network from the pupil's address (usually the main entrance to the property), to the main school gate. The network is updated annually.

It should be noted that transport will only be provided in accordance with the Council's Transport Policy. Where, as a result of parental preference, a pupil attends a school other than the nearest

suitable school, as recognised by Flintshire County Council, it must be understood that parents accept full responsibility for transport costs and arrangements.

5. SIBLING (BROTHER/SISTER)

A sibling is defined as a full, half, step, foster or adopted brother or sister living together as one household, at the same address, and where the elder sibling is of statutory school age and will still be registered at the preferred school when the younger child is eligible to attend.

6. MULTIPLE BIRTH CHILDREN

The Welsh Government's School Admissions Code states that infant classes must not contain more than 30 pupils with a single school teacher, but the code considers multiple births to be an exception, and they can be admitted in excess of the published admission number. When one sibling from multiple births is allocated the last remaining place, the remaining siblings will be admitted under 'permitted exceptions'.

14. Change of School within Flintshire during the year

Schools in Flintshire have agreed a protocol with the local authority for transfers from one nominated school to another other than at the normal transition point (Reception and Year 7).

A parent seeking such a transfer should initially speak to the headteacher of the child's current school to discuss the reasons for that transfer. If parents or the pupil are experiencing issues in their current school, they are urged to take **all reasonable steps** to resolve the issue with the school first, and then to seek advice from the Admissions Team if necessary, before applying for a transfer.

Parents are strongly advised to refrain from transferring pupils during the academic year, except where there has been a house move, in order to avoid interrupting their school courses.

The Local Authority **does not** encourage transfers between schools, and a change of school mid-term can seriously disrupt the continuity of a child's education.

If, following this discussion, the parent wishes to continue the process, the parent must complete a transfer application.

For pupils moving into the area at times other than the normal admission round (September of each year), the Local Authority will endeavour to meet parental preferences as far as possible.

If the admission number for the year group in the requested school has already been reached, the application may be refused, and parents will be offered a place at an alternative school. In such circumstances, the parent may then accept the alternative placement or may give notice of appeal.

In the majority of applications, parents will be notified of the decision within 15 school days. Applications are processed in order of date received and we cannot expedite applications.

In cases involving school transfer requests that do not involve a house move, and the child is already on role at a Flintshire school, the Local Authority reserves the right to arrange for the child to start the new school at the beginning of the next half term to minimise disruption to their own and other children's education.

Year 10 and 11

The Local Authority is prepared to consider requests for transfers between schools other than normal admissions times when it is in the best interest of the child. However, Year 10 and 11 in a secondary school are considered to be a '2- year course'; consequently, transfer requests to another school within Flintshire, after Year 9, often have a negative impact on pupil's academic progress and may not be considered as appropriate moves by the Local Authority.

15. Challenging Behaviour and Hard-to-Place Children

In accordance with the School Admissions Code (Wales), admission authorities must not refuse admission on the basis of a child's behaviour, perceived challenging behaviour, or additional needs, except where a child has been permanently excluded from two or more schools within the previous two years.

The Local Authority is required to have arrangements in place to ensure that children who are **unplaced** and fall into the hard-to-place criteria are offered a suitable school place as quickly as possible and are treated fairly and consistently. The Local Authority's procedures for identifying, supporting and securing a school place for hard-to-place learners is set out separately and operates in line with statutory guidance.

16. Children of UK Service personnel and other Crown Servants (including diplomats)

In accordance with the requirements of the Welsh Admissions Code (2013), the Local Authority recognises its duty to ensure that children of UK Armed Forces personnel are treated fairly and are not disadvantaged during the admissions process.

For main admission rounds (Secondary, Reception and Nursery), school places may be allocated to children of UK Service personnel and other Crown Servants in advance of the approaching school year where an application is supported by an official Ministry of Defence (MOD) or Foreign, Commonwealth and Development Office (FCDO) letter confirming a return or posting date.

Applications from service families will be considered in line with the Code, including acceptance of a unit posting area as evidence of residence, provided appropriate confirmation of the posting has been supplied, even where a permanent address has not yet been established in that area. Children of service personnel will be admitted in accordance with the published oversubscription criteria.

Children of UK Service personnel admitted to a school outside the normal admission round may be treated as excepted pupils for the purposes of the statutory infant class size limit.

17. Appeals Procedure

If the Authority is unable to comply with the parental preference the parent will be given the reason in writing, via email, and will be advised about available places at an alternative school. The parent may then accept the alternative place and may give notice of appeal. When a refusal of a place is issued, the parent is offered the right of appeal, and the accompanying appeal form will be sent along with guidance on how to appeal and the appeals process.

Appeals must be submitted using the form issued by Admissions and emailed back to the Admissions Team - admissions@flintshire.gov.uk

Appeals will be heard within **30 school days** of the appeal form being received by the Admissions Team, or, for block appeals submitted during the Main Admission Round, within 30 school days of the closing date for receipt of appeal forms (a timetable highlighting block appeal dates is published here [Timetable for School Admission Appeals 2027](#))

For appeals received during the school summer holidays, a 30-working day timescale applies.

Day 1 is defined as the first school day after the appeal form is received, or, for block appeals, the first school day after the closing date. Every effort will be made to hear appeals promptly, and the Local Authority aims to schedule appeal hearings approximately once every four weeks during term time.

Parents may be accompanied by a friend, or advocate if they wish. The Independent Appeal Panel will consider each case fairly and impartially, and its decision will be notified in writing to the parent. The panel's decision is final and binding on all parties.

The right to appeal does not apply at nursery stage.

17.1 Appeal Outcomes for 25-26 September 2026 Entry

Reception

School	Appeals for Ontime Applications	Mop Up/2 nd Round Appeals	Successful
Ysgol Parc y Llan, Treuddyn	2 (2x ICSEA)		2
Sealand CP, Sealand		2 (2x ICSEA)	0
TOTAL	2	2	13

Secondary

School	Appeals for On-time Applications	Mop Up/2 nd Round Appeals	Successful
Hawarden High School	21	2	16
Argoed High School	14		
Castell Alun		4	2
TOTAL			