



Neuadd y Sir  
Caerdydd,  
CF10 4UW  
Ffôn: (029) 2087 2088  
www.caerdydd.gov.uk  
County Hall  
Cardiff,  
CF10 4UW  
Tel: (029) 2087 2087  
www.cardiff.gov.uk

Dear Parent(s) / Guardian(s)

If you have legal parental responsibility for a child born between 1 September 2018 and 31 August 2019 you can now apply for a school place in a reception class to start in September 2023.

Applications open on **Monday 14 November 2022**. The closing date for applications is **Monday 09 January 2023**. Applications received after this date will be considered after all on time applications have been assessed. Many schools fill up in this first round of allocations, so it greatly increases the likelihood of being allocated one of your preferences if you apply on time and use all of the preferences available to you

You can apply for a reception place at any primary school in Cardiff. Every area of Cardiff is served by a Welsh-medium community primary school, an English-medium community primary school, a Church in Wales Primary School and a Catholic Primary School. You do not need to speak English or Welsh at home to apply for admission to any of these schools. You do not need to practice a particular faith to apply for admission to any of these schools.

The Council also coordinates admissions for 20 of the 23 primary faith schools in Cardiff. For a place at a school that is part of the coordinated admissions scheme, you must apply through the Council's online admissions system. You may also need to submit further details directly to your preferred school (or schools).

The faith schools which are part of the coordinated admissions scheme are: All Saints C.W Primary School, Bishop Childs C.W Primary School, Christ The King R.C Primary School, Holy Family R.C Primary School, St Alban's R.C. Primary School, St Bernadette's R.C Primary School, St Cadoc's Catholic Primary School, St Cuthbert's R.C Primary School, St David's C.W Primary School, St Fagan's C.W Primary School, St Francis RC Primary School, St Joseph's R.C Primary School, St Mary The Virgin C.W Primary School, St Mary's Catholic Primary School, St Mellons C.W Primary School, St Monica's C.W Primary School, St Paul's C.W Primary School, St Peter's R.C Primary School, St Philip Evans R.C Primary School and Tredegarville C.W Primary School

Please note Llandaff C.W. Primary School, St John Lloyd R.C Primary School, St Patrick's R.C Primary, Independent schools and schools based in other Local Authorities have their own admissions processes. If you would like your child to attend any of these schools you will need to apply directly to that school.

Consider applying for Welsh Medium Schools. Anyone can apply for Welsh medium schools regardless of if the family is Welsh speaking. All are encouraged to consider the benefits of Welsh medium education. You can find more information on the Council's website [Benefits of Welsh-Medium Education \(cardiff.gov.uk\)](https://www.cardiff.gov.uk/benefits-of-welsh-medium-education)

You can check which schools are near to your address along with discovering which are the catchment area Community Schools for your address at [www.cardiff.gov.uk/online-maps](https://www.cardiff.gov.uk/online-maps). (please note distances will be the direct distance not safe walking routes).

Whilst living in a catchment area can help your child to receive an offer of a place at the school (if applied for), there is no guarantee this will be possible.

Attending a school's nursery has no bearing on how likely we are to be able to offer a place in that school's reception class.

#### GWEITHIO DROS GAERDYDD, GWEITHIO DROSOCH CHI

Mae'r Cyngor yn croesawu gohebiaeth yn Gymraeg, Saesneg neu'n ddwyieithog. Byddwn yn cyfathrebu â chi yn ôl eich dewis, dim ond i chi roi gwybod i ni pa un sydd well gennych. Ni fydd gohebu yn Gymraeg yn arwain at oedi.

#### WORKING FOR CARDIFF, WORKING FOR YOU

The Council welcomes correspondence in Welsh, English or bilingually. We will ensure that we communicate with you in the language of your choice, as long as you let us know which you prefer. Corresponding in Welsh will not lead to delay.



STRONGER  
FAIRER  
GREENER



## How to apply

Apply online by using the Council's online application service. Go to [www.cardiff.gov.uk/primaryadmissions](http://www.cardiff.gov.uk/primaryadmissions) and follow the instructions on screen. On the webpage is a useful 'how to apply' guide also.

If you would like support with your application, assistance is available at Council Hubs or via your Primary School. You can find the locations and opening hours of the hubs at [www.cardiff.gov.uk/hubs](http://www.cardiff.gov.uk/hubs)

To allow the Council to make accurate and fair decisions when allocating school places, you are asked to give reasons for each school you apply for. Some of the reasons require you to provide supporting documentation. These documents need to be received by the school admissions team by the closing date.

Be sure to answer all the questions in the application process fully. These answers (such as details of older siblings, or medical/social issues your child may have) can influence your eligibility for a school place. **If you don't tell us we don't know.**

You can make changes to your application up to the closing date, but if you do be sure to press 'Submit' on the final page when you are happy with your application. Applications left unsubmitted at the point the system closes cannot be accepted.

## What happens next?

We will allocate you the highest preference that we can. Some schools will be oversubscribed in which case we will use the published oversubscription criteria to allocate places up to the number of places available at that school. If you fall outside this number, we will look at your next preference. Therefore, it is important to express as many preferences as you can, as you may be able to secure a school in the first round that will not be available in later rounds.

You will receive the outcome of your application on **Monday 17 April 2023**. You will need to accept or reject an offer of a place by Tuesday 02 May 2023. If we have been unable to offer you a place at one of your preferred schools, you may submit a new application for one of the alternatives proposed by Tuesday 02 May 2023.

Should you not receive an offer for your highest preference school on 17 April, you will remain on a waiting list and will be contacted if there is a change of circumstances.

Any places that parents reject in the first round will be reallocated in subsequent rounds. If you are on a waiting list for a place, your application will be reconsidered if places become available.

You must tell us if you move house between receiving your offer and the beginning of term in September 2023. A change of address might affect your entitlement to your school place and / or your position on a waiting list, hence you should tell us as soon as possible so that we can discuss your options.

More information can be found in the 'School admissions booklet 2023/24' which is available at [www.cardiff.gov.uk/schooladmissions](http://www.cardiff.gov.uk/schooladmissions)

Yours sincerely,  
School Admissions Team.