

Clase Primary

Admissions Policy and Guidance for Parents



Early Years Admissions

Croeso!

Starting school is a very important time for you and your child. At Clase Primary School we will invite you and your child into school just before their 3rd birthday. On this visit you will meet the class teacher and have a look around the setting and agree a start date. We will also share ideas on helping your child make a happy start to their school life here at Clase.

What do I need to do?

The Local Authority administers all applications for nursery places in Swansea and once you have decided which school you would like to apply for you should complete an application form which can be obtained from the Local Authority website or by contacting the School and Governor Team on 636550. If there is not a place immediately available in your preferred school you may have to put your child's name on a waiting list. You will be offered a place in an alternative school. There is no right of appeal against the refusal to offer a nursery place in a specific school. It is also important to note that children attending the nursery class of a school will not have an automatic right of admission to full time education in Reception at the same school.



Parents will need to apply for a place in Reception along with other applicants. The Local Authority is responsible for admissions and the maximum number of pupils admitted to each year group can be 30. This is a statutory requirement. When an application for a placement would result in this figure being exceeded, the application will be refused. However, the applicant may appeal against this decision by contacting the City and County of Swansea, Civic Centre, Oystermouth Road, Swansea, SA1 3SN.

Copies of the admission forms are available here: [admission-form-lea](#)

What to do if you are applying for a school place mid-year (school transfer)

If you move into the area during the school year or you want to transfer your child to another school during the school year you may wish to arrange to visit the proposed school to discuss the move and options available. If you decide to proceed with the transfer you will need to complete an application form and return it to the [The School and Governor Team](#).

Copies of the admission forms are available here [admission-form-lea](#)