



ADMISSIONS POLICY

Policy:	Admissions
Age Range:	3-16
Type:	Statutory
Sub Committee:	Relationships and Wellbeing
Governing Body Approval:	10 th December 2025
Review Date:	November 2026
Staff Lead:	Alison Lyndon-Jones

Version Control

Version	Key Changes	Sub Committee Approval (Date)	Full GB Approval (Date)	Review Date
1.0		18 th June 2024	15th July 2024	June 2025
2.0	<ul style="list-style-type: none"> • Annual review • Staff Lead • Addition of review page 	19 th November 2025	10 th December 2025	November 2025

Review

Monitoring, Evaluation and Review

The Senior Leadership Team will annually review this policy and make any further recommendations to the Governing Body.

The Governing Body will monitor the application of this policy and associated procedures in order to ensure its continued effectiveness and compliance.

Headteacher:



Chair of Governors:



Date: 10th December 2025

Admission to Nursery

All children living in Blaenau Gwent are entitled to a free part-time education place at the start of the term following their 3rd birthday. This is commonly referred to as a 'Rising 3' place. Admission to ALC nursery settings is usually on a half-day basis for five days per week. If you wish for your pupil to attend nursery provision, you will need to apply for a nursery place via the Blaenau Gwent admissions section of the website (see link below).

[Nursery admissions | Blaenau Gwent CBC](#)

Allocation of Primary School Places at Abertillery Learning Community

In the case of Abertillery Learning Community Primary Phase, the admission authority (Blaenau Gwent Council) is responsible for placing pupils at the Learning Community. These pupils are then allocated a site within the Learning Community by Abertillery Learning Community Leadership team and Governing Body in line with the following criteria:

1. Siblings in the campus already
2. Catchment area
3. Ensuring each session stays within the agreed teacher to learner ratio

Once the site has been confirmed the notification process is then administered by the admissions authority. This process has been established in accordance with the Welsh Government School Admissions Code (2013) point 2.51 which states:

"Where split site schools are in operation, the admission authority should in most cases, apply the admission arrangements as if the school were a single unit. They should make it clear to parents that admission applications are made to the school as a whole and not to a particular site. The site that children attend is a matter for the internal organisation of the school. Appeals cannot be made against the site allocated".

The Council's School Organisation Policy (2015), advocates having the right schools, of the right size, in the right places. All school organisation proposals are assessed in line with the Council's admissions and pupil place planning arrangements, to ensure that there is sufficient capacity within Blaenau Gwent Schools to accommodate local pupils.

Transition between Pre-School and Nursery

Transition Activity	Information on the planned activity	Timescale
Acceptance letters sent to parents	Campus clerks send out allocation letters once agreed by Heads of Lower School and nursery lead. Parent mail is set up to communicate with new parents.	Half-term before the child starts Nursery.
Cluster meeting	Meeting is held with cluster play groups to hand over information regarding the pupils who are attending their new settings and paperwork handed over. Where appropriate, meetings take place between school and other professionals involved with the child including the Early Years ALN Officer for Blaenau Gwent.	Half-term before the child starts Nursery.
Welcome meeting for parents	Parents attend a welcome event held by school staff in the pupil's allocated nursery. Contact and medical forms are completed alongside uniform orders. Information sheets are shared.	Term before the child starts Nursery.
Stay and play session	Parents and pupils attend an hour-long stay and play session in their allocated nursery. Additional settling in sessions may be arranged for children as required.	Half-term before the child starts Nursery.
Parent communication	Class Dojo is set up for families as a way of communicating with staff prior to the pupils starting nursery. Clerks set up electronic medical and contact forms.	Half-term before the child starts Nursery.
Home visits	Nursery staff visit the pupils at home and complete an outline questionnaire of the pupils with any important details about the child.	Half-term before the child starts Nursery.

Admission to Reception

<https://www.blaenau-gwent.gov.uk/en/resident/schools-learning/school-admissions/reception-admissions/>

Attending a nursery class does not give your child priority for a place in the reception year group at any primary school, a separate application is required following the link above. Allocation of Primary School Places at Abertillery Learning Community will follow the policy outlined above.

Admission from Year 6 to Year 7

If a pupil attends Tillery Street, Roseheyworth Road or Six Bells they will automatically be granted a place at Alma Street Campus for Key Stage 3 and 4 provision. However, if you choose to apply for a place outside of Abertillery Learning Community and this is not granted, you will then need to apply for a place at Alma Street and therefore risk the possibility of not being allocated a place if the year group is full. If your pupil attends a primary school outside of the Learning Community you will need to follow the admission process set out by the local authority.

In School Year Admissions

[Changing schools | Blaenau Gwent CBC](#)

If a pupil joins Abertillery Learning Community within the school year, we will offer the pupil the opportunity to look around the school environment, meet their teacher and some of their peers prior to joining the class. Dependent on individual needs, the school may discuss reasonable adjustments to the pupil's timetable with parents to support the settling in process. Allocation of Primary School Places at Abertillery Learning Community will follow the policy outlined above.

Special Diets

To request a special diet, please complete the [special diet request form](#) and return it to the address at the bottom of the form.

Once the Catering Department and Dietitian have received the form, you will either receive a special diet menu for your child by post/email or they will contact you to discuss your child's requirements in more detail before sending a menu out to you. Please allow up to 3 weeks for your menu to arrive.

To protect the health of your child, the Catering Department request that you provide your child with a packed lunch from home until you have received a confirmed start date.

Appendix 1

The below table identifies which campus your pupil will attend based on the catchment areas within Abertillery across 3-16

Catchment area		
Street Name	Postcode	Campus
ADAM STREET	NP131EX	Tillery Street
ALEXANDRA TERRACE	NP132NA	Six Bells
ALMA STREET	NP131QB	Tillery Street
ANTWERP PLACE	NP131TW	Roseheyworth Road
ARAIL FARM ROAD	NP132NR	Six Bells
ARAIL STREET	NP132NQ	Six Bells
ASH TREE TERRACE	NP132LU	Six Bells
ASHFIELD ROAD	NP131QE	Tillery Street
ATTLEE AVENUE	NP131SW	Roseheyworth Road
BISHOP STREET	NP131EQ	Tillery Street
BLAENAU GWENT ROWS	NP131PF	Roseheyworth Road
BLENHEIM ROAD	NP132PU	Six Bells
BLYTHE STREET	NP131EP	Tillery Street
BOURNEVILLE ROAD	NP133EL	Roseheyworth Road
BRACE AVENUE	NP131SF	Roseheyworth Road
BRIDGE STREET	NP131UB	Tillery Street
BROOKSIDE ROW	NP131LW	Tillery Street
BRYN TERRACE	NP131LG	Tillery Street
BRYNGWYN ROAD	NP132PD	Six Bells
CARLYLE STREET	NP131UE	Roseheyworth Road
CARMEL STREET	NP131DG	Tillery Street
CASTLE STREET	NP131DS	Six Bells
CEFNL CRESCENT	NP131HX	Tillery Street
CHAPEL ROAD	NP132NB	Six Bells
CHAPEL STREET	NP131DE	Tillery Street
CHURCH STREET	NP131DB	Tillery Street
CLARENCE STREET	NP131HE	Tillery Street
CLYNMAWR STREET	NP131NW	Tillery Street
CLYTHA CRESCENT	NP132ED	Tillery Street
COMMERCIAL STREET	NP131DQ	Tillery Street
COMMERCIAL STREET ARCADE	NP131DH	Tillery Street
CO-OPERATIVE TERRACE	NP131EA	Tillery Street
CORBAN COURT	NP131PN	Roseheyworth Road
CORONATION ROAD	NP132PJ	Six Bells

CROMWELL STREET	NP131QG	Tillery Street
CROOK HILL	NP131JG	Tillery Street
CROSS STREET	NP131AJ	Tillery Street
CROWN STREET	NP131PJ	Roseheyworth Road
CWM COTTAGE ROAD	NP131AT	Six Bells
CWM FARM LANE	NP132NZ	Six Bells
CWM FARM ROAD	NP132PA	Six Bells
CYRIL PLACE	NP132EA	Roseheyworth Road
DARRAN ROAD	NP131BL	Six Bells
DIVISION STREET	NP131EF	Tillery Street
DUFFRYN ROAD	NP131HJ	Tillery Street
DUKE STREET	NP131BB	Six Bells
EARL STREET	NP131BA	Six Bells
EAST SIDE ROW	NP131LL	Tillery Street
EASTVILLE ROAD	NP132PB	Six Bells
EDWARD STREET	NP131QJ	Tillery Street
FAIR VIEW TERRACE	NP131JD	Tillery Street
FLORENCE CLOSE	NP131ES	Tillery Street
FORGE ROW	NP131UP	Six Bells
FOUNDRY BRIDGE	NP131BX	Tillery Street
FOUNTAIN COURT	NP131HS	Tillery Street
GAEN STREET	NP131PT	Roseheyworth Road
GELLI CRUG ROAD	NP131HB	Tillery Street
GEORGE BARKERS AVENUE	NP131SE	Roseheyworth Road
GEORGE DAGGAR AVENUE	NP131SL	Roseheyworth Road
GEORGE STREET	NP131PP	Roseheyworth Road
FERNFIELD TERRACE	NP131NE	Tillery Street
DIAMOND JUBILEE TERRACE	NP131NE	Tillery Street
GLADSTONE STREET- even numbers after 60, even numbers after 69	NP131NE	Roseheyworth Road
GLADSTONE STREET- odd numbers after 60, odd numbers after 69	NP13 1NE	Tillery Street
GLAN EBBW TERRACE	NP131UL	Tillery Street
GLANDWR STREET	NP131TY	Roseheyworth Road
GRAIG ROAD	NP132LR	Six Bells
GRANVILLE STREET	NP131NR	Tillery Street
GRANVILLE STREET	NP131NR	Roseheyworth Road
GRAY STREET	NP131EN	Tillery Street
GRIFFIN STREET	NP132NE	Six Bells
GROSVENOR ROAD	NP131PA	Roseheyworth Road
GWASTOD FARM	NP131NS	Tillery Street

GWERN BERTHI ROAD	NP131QZ	Tillery Street
HAFOD FAN ROAD	NP132QJ	Six Bells
HAFOD FAN TERRACE	NP132LJ	Six Bells
HEOL GERRIG	NP131BJ	Six Bells
HIGH STREET	NP131YB	Tillery Street
HILL CREST VIEW	NP131LT	Tillery Street
HILL STREET	NP131DU	Tillery Street
JAMES STREET	NP131AA	Tillery Street
JUBILEE ROAD	NP132QH	Six Bells
KIMBERLEY ROAD	NP132PT	Six Bells
KING STREET	NP131DF	Tillery Street
LANCASTER STREET	NP132NW	Six Bells
LLWYNON ROAD	NP132QA	Six Bells
LOWER GWASTOD TERRACE	NP131JY	Tillery Street
LOWER ROYAL LANE	NP131NJ	Roseheyworth Road
MARKET STREET	NP131AH	Tillery Street
MARLBOROUGH ROAD	NP132PH	Six Bells
MELBOURNE ROAD	NP131BR	Six Bells
MITRE STREET	NP131AE	Tillery Street
MONTAGUE STREET	NP131PD	Roseheyworth Road
MORGAN STREET	NP131PL	Roseheyworth Road
MORLEY ROAD	NP131TP	Roseheyworth Road
MOUNT PLEASANT ROW	NP131JQ	Tillery Street
NEUADD STREET	NP131NP	Roseheyworth Road
NEW HIGH STREET	NP132QG	Six Bells
NEWALL STREET	NP131EJ	Tillery Street
NORMAN STREET	NP131PS	Roseheyworth Road
OAK STREET- Above 32	NP131TE	Roseheyworth Road
OAK STREET- Below 32	NP131TE	Tillery Street
JAMES TERRACE	NP131TE	Tillery Street
SUDAN TERRACE	NP131TE	Roseheyworth Road
SUDAN TERRACE	NP131TE	Roseheyworth Road
OLD BLAINA ROAD	NP132EB	Roseheyworth Road
OXFORD STREET	NP131QQ	Tillery Street
PALACE ROW	NP131LQ	Tillery Street
PANTYPWDYN ROAD	NP131BD	Six Bells
PARK PLACE	NP131ED	Tillery Street
PARK VIEW TERRACE	NP131UA	Tillery Street
PARSONS ROW	NP131EB	Tillery Street
PENYBONT ROAD	NP131JF	Tillery Street
POPLAR ROW	NP131NH	Roseheyworth Road
PORTLAND STREET	NP131YF	Tillery Street

POWELL STREET	NP131EG	Tillery Street
PRESTON STREET	NP131QL	Tillery Street
PRETORIA ROAD	NP132PS	Six Bells
PRINCESS STREET	NP131AR	Six Bells
QUEEN STREET	NP131AP	Six Bells
RAILWAY TERRACE	NP132LP	Six Bells
RHIW PARC ROAD	NP131EW	Tillery Street
RICHMOND ROAD	NP132PG	Six Bells
ROBERTS ROW	NP131LH	Tillery Street
ROCH STREET	NP131HH	Tillery Street
ROSE HEYWORTH ROAD	NP131SA	Roseheyworth Road
ROSEBERY STREET	NP131TH	Tillery Street
SMITH ROAD	NP131SG	Roseheyworth Road
SOMERSET STREET	NP131XX	Six Bells
SPRING BANK	NP131PB	Roseheyworth Road
STATION HILL	NP131UJ	Tillery Street
THE WILLOWS	NP131BT	Six Bells
TILLERY ROAD	NP131HW	Tillery Street
GREENMEADOW TERRACE	NP131HW	Tillery Street
GLANTORVAN TERRACE	NP131HY	Tillery Street
TY BRYN HILL	NP131RL	Roseheyworth Road
TY NEWYDD ISCOED	NP132PX	Six Bells
TY-BRYN ROAD	NP131PW	Roseheyworth Road
TY-DAN-Y-WAL ROAD	NP131RS	Roseheyworth Road
UPPER ARAIL STREET	NP132NG	Six Bells
UPPER GRIFFEN STREET	NP132NF	Six Bells
UPPER GRIFFEN STREET	NP132NF	Six Bells
UPPER GWASTOD TERRACE	NP131JZ	Tillery Street
UPPER ROYAL LANE	NP131NL	Roseheyworth Road
VALLEY VIEW	NP131JE	Tillery Street
TYLERI GARDENS	NP131HL	Tillery Street
GWERN LAS	NP131HL	Tillery Street
VIVIAN STREET	NP132LE	Six Bells
WALTER STREET	NP131PR	Roseheyworth Road
WEST BANK	NP131RF	Tillery Street
WEST VIEW TERRACE	NP132LT	Six Bells
WHITEHORSE COURT	NP131HR	Tillery Street
WINDSOR ROAD	NP132QF	Six Bells
WINIFRED TERRACE	NP131RB	Tillery Street
WOODLAND TERRACE	NP131LA	Tillery Street
YORK STREET	NP131NG	Tillery Street