

Your ref/Eich cyf:
Our ref/Ein cyf: **AW/ADMGEN**
Date/Dyddiad:

Please contact/Cysyllter â: Kathryn Worwood
Direct line/Llinell uniongyrchol: **01495 766915**
Direct fax/Llinell ffacs: **01495 766904**

Dear Parent/Carer

ADMISSIONS TO SECONDARY SCHOOLS – SEPTEMBER 2016

Preparations are being made for the admission of children to secondary schools in September 2016. In order to allow the Authority to consider the admission of your child(ren) to school, you must submit a written expression of preference.

You must therefore complete the form on the reverse of this letter and return it to your child's present school as quickly as possible and no later than 30 November 2015, by 4pm. You will be notified by Wednesday 2nd March 2016 as to whether the Authority has been able to comply with your preference.

Parental choice of school will be complied with as far as possible, as long as the choice does not prejudice the provision of efficient education and/or the efficient use of resources.

If there are more applications than places available at any given school the Authority's oversubscription criteria will apply.

Parents wishing their children to attend a Roman Catholic Voluntary Aided Comprehensive School must obtain a separate application form directly from the school concerned. The form overleaf should, however, also be completed and returned to the Headteacher of the child's existing primary school.

A summary of the key admission details is enclosed but if you wish to view a full copy of the Parent/Carers information booklet it is available to download via the Authority's website www.torfaen.gov.uk/en/educationlearning and click on School Admissions. Copies of the booklet are also available to view in libraries, schools, doctors surgeries, customer care offices, leisure centres, but if you would like a hard copy please contact Kath Worwood on the number below. The booklet is intended to answer parents' queries concerning school admissions and includes information about how to access Welsh Medium Education and Denominational Education.

Should you wish to discuss this letter or any issues relating to admissions, please contact Kathryn Worwood on 01495 766915.

Yours sincerely,



Kath Worwood
SENIOR ADMISSIONS AND TRANSFER OFFICER
LONG TERM CAPITAL STRATEGY & PERFORMANCE TEAM



INVESTOR IN PEOPLE

TORFAEN EDUCATION SERVICE

ADMISSION TO SECONDARY SCHOOL SEPTEMBER 2016 - PARENTAL RETURN

FORM SECTION 1 Personal Details

Child's full name Male / Female

Date of birth.....

Child's permanent home address

..... Post Code:
(Confirmation of the child's home address must be provided)

Checked by School

Primary school currently attending

Please indicate if your child is of armed forces personnel: Yes No

Please indicate if your child is in a Special Needs Unit at this school: Yes No

Please indicate if your child is subject to a special needs statement: Yes No

Please indicate if your child is currently registered as being in the care of a local authority e.g. Are they fostered or a looked after child or have they ever been? if Yes please state corporate parent:.....

Yes No

SECTION 2 School Preference

Please indicate below your preferred choice of school(s) in order of preference; you may express more than one preference and give a reason for your preference.

1st choice of school..... Reason(s)

2nd choice of school..... Reason(s)

3rd choice of school..... Reason(s)

SECTION 3 Siblings

Will your child have an older brother and/or sister (including step siblings) at any of the school(s) you have listed in section 2 in September 2016 residing at the same address, If so, please specify the child's:
(Please note that siblings entering Years 12/13 will not be taken into consideration)

NAME	DATE OF BIRTH	SCHOOL
.....
.....
.....

SECTION 4 Legal Guardian

Are you the child's legal guardian? Yes/No

If 'NO' please confirm details of the legal guardian below and your relationship to the child:

.....

SECTION 5 Declaration

I hereby declare that the information given by me on this form is accurate and complete to the best of my knowledge and I will inform you of any alteration in the particulars given.

The information that you provide will be used to allocate a school place for your child. Torfaen County Borough Council, in fulfilling its data protection obligations, will treat all personal data submitted by you, held manually and / or on a computer database with absolute security and care. Information may be shared with other agencies that are directly involved in the education, health and welfare of school children. The use of personal information is covered by the authorities registration under the data protection act.

FULL NAME PARENT/CARER (PRINT) Miss, Ms, Mrs, Mr

RELATIONSHIP TO CHILDSIGNATURE.....

DATETEL. HOMETEL. WORK

**PLEASE RETURN TO THE HEADTEACHER OF YOUR CHILD'S PRESENT SCHOOL
NO LATER THAN 30 NOVEMBER 2015, BY 4PM**



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Annwyl Riant/Ofalwr

DERBYN PLANT I YSGOLION UWCHRADD – MEDI 2016

Mae paratodau ar y gweill i dderbyn plant i ysgolion uwchradd ym mis Medi 2016. Er mwyn caniatáu i'r Awdurdod ystyried derbyn eich plentyn (plant) i'r ysgol hon, rhaid i chi ddatgan eich dewis yn ysgrifenedig.

Mae'n rhaid i chi lenwi'r ffurflen sydd ar gefn y llythyr hwn a'i dychwelyd i ysgol bresennol eich plentyn cyn gynted â phosibl, a heb fod yn hwyrach na 30 Tachwedd 2015, erbyn 4pm. Byddwn yn rhoi gwybod ichi erbyn Dydd mercher 2 Mawrth 2016 p'un ai a lwyddodd yr Awdurdod i gydymffurfio â'ch dewis.

Cydymffurfir cyn belled â phosib â dewis ysgol y rhieni, cyhyd nad yw'r dewis yn amharu ar ddarparu addysg effeithlon a/neu'r defnydd effeithlon o adnoddau.

Os oes mwy o geisiadau nac sydd o leoedd ar gael mewn unrhyw ysgol defnyddir meini prawf gor-danysgrifio yr Awdurdod.

Rhaid i rieni sy'n dymuno i'w plant fynychu Ysgol Uwchradd Gatholig a Reolir yn Wirfoddol, gael ffurflen gais ar wahân yn uniongyrchol gan yr ysgol dan sylw. Dylid hefyd lenwi'r ffurflen dros y ddalen a'i dychwelyd at Bennaeth ysgol bresennol y plentyn.

Amgaeir crynodeb o'r manylion derbyn allweddol ond os ydych yn dymuno gweld copi llawn o'r Llyfryn Gwybodaeth i Rieni/Gofalwyr, gallwch ei lawr lwytho o wefan yr Awdurdod www.torfaen.gov.uk/cy/addysgadysgu a chlicio ar Derbyn i Ysgolion. Mae copïau o'r llyfryn hefyd ar gael mewn llyfrgelloedd, ysgolion, meddygfeydd, swyddfeydd gofal cwsmeriaid a chanolfannau hamdden, ond os hoffech gopi caled, cysylltwch â Kath Worwood ar y rhif isod. Bwriad y llyfryn yw rhoi atebion i unrhyw qwestiynau sydd gan rhieni gofalwyr ynghylch derbyn i ysgolion ac ynddo ceir gwybodaeth ynglyn ag Addysg drwy Gyfrwng y Gymraeg ac Addysg Enwadol.

Os hoffech drafod y llythyr hwn neu unrhyw fater yn ymwneud â derbyn plant, cysylltwch â Kathryn Worwood ar 01495 766915.

Yr eiddoch yn gywir,



Kath Worwood
SENIOR ADMISSIONS AND TRANSFER OFFICER
LONG TERM CAPITAL STRATEGY & PERFORMANCE TEAM
(Amg)



INVESTOR IN PEOPLE

Civic centre • Pontypool • Torfaen • NP4 6YB • Tel: 01495 762200 • Fax: 01495 766904

You are welcome to correspond in Welsh or English/Mae croeso i chi ysgrifennu yn Gymraeg neu Saesneg

www.torfaen.gov.uk



GWASANAETH ADDYSG TORFAEN
DERBYN PLANT I YSGOL UWCHRADD 2016 - FFURFLEN I RIENI

ADRAN 1 Manylion Personol

Enw llawn y plentyn Gwryw / Benyw

Dyddiad geni

Cyfeiriad cartref parhaol y plentyn

..... Côd Post:.....
(Mae'n rhaid darparu cadarnhad o gyfeiriad cartref y plentyn)

Gwiriwyd gan yr ysgol

Ysgol gynradd a fynychir ar hyn o bryd

Nodwch os yw eich plentyn yn blentyn i aelod o'r Lluoedd Arfog: Ydy Nac ydy

Nodwch os yw eich plentyn mewn Uned Gofal Arbennig yn yr ysgol hon: Ydy Nac ydy

Nodwch os yw eich plentyn yn destun datganiad anghenion arbennig: Ydy Nac ydy

Nodwch os yw eich plentyn yn blentyn sy'n derbyn gofal, i.e. (hy yng ngofal gwasanaethau cymdeithasol) Ydyw nodwch y rhiant corfforaethol:.....

Ydy

Nac ydy

ADRAN 2 Dewis Ysgol

Nodwch isod eich dewis ysgol yn ôl eu trefn, fe allwch nodi mwy nag un, a rhowch rheswm dros eich dewis

1af ddewis.....Rheswm/rhesymau

2ail ddewis.....Rheswm/rhesymau.....

3ydd dewis Rheswm/rhesymau

ADRAN 3 Brodyr a Chwiorydd

A fydd gan eich plentyn frawd a/neu chwaer hyn (gan gynnwys llys frodyr a chwiorydd) yn unrhyw rhai o'r Ysgol(ion) a restrwyd yn Adran 2 ym mis Medi 2016 sy'n byw yn yr un cyfeiriad. Os "BYDD" nodwch fanylion y plentyn:-

(Sylwch, ni fydd brodyr neu chwiorydd sy'n mynd i mewn i Flynyddoedd 12/13 yn cael eu hystyried)

ENW

DYDDIAD GENI

YSGOL

.....
.....
.....

ADRAN 4 Gwarcheidwad Cyfreithiol

Ai chi yw gwarcheidwad cyfreithiol y plentyn? Ie/Na

Os 'Na' a fydddech cystal â chadarnhau manylion y gwarcheidwad cyfreithiol isod:

ADRAN 5 Datganiad

Rwyf yn datgan drwy hyn fod y wybodaeth a roddwyd gennyf yn y ffurflen hon yn gywir ac yn gyflawn hyd eithaf fy ngwybodaeth ac fe fyddaf yn rhoi gwybod i chi os bydd unrhyw newidiadau i'r manylion a roddwyd.

Bydd y wybodaeth a roddir gennych yn cael ei defnyddio i ddyrannu lle mewn ysgol ar gyfer eich plentyn. Bydd cyngor bwrdeistref sirol torfaen, wrth gyflawni ei ddyletswyddau diogelu data, yn trin yr holl ddata a gyflwynir gennych chi, a gedwir â llaw neu ar gronfa ddata gyfrifiadurol, yn hollol ddiogel. Mae'n bosib y rhennir gwybodaeth gydag asiantaethau eraill sydd yn uniongyrchol gysylltiedig ag addysg, iechyd a lles plant ysgol. Mae'r awdurdod wedi cofrestru dan ddeddf diogelu data sydd yn cwmpasu'r defnydd o wybodaeth bersonol.

ENW LLAWN RHIAN/GOFALWR (LLYTHRENNAU BRAS) MISS, MS, MRS, MR.....

PERTHYNAS A'R PLENTYN LLOFNOD

DYDDIADRHIF FFÔN GARTREFRHIF FFÔN GWAITH.....

A FYDDECH CYSTAL Â I DYCHWELYD I BENNAETH YSGOL BRESENNOL EICH
PLENTYN ERBYN 30 TACHWEDD 2015 FAN BELLAF, ERBYN 4PM

