

**Education, Early Years
and Young People**
Direct line: 01656 642622
Ask for: Pupil Services
Our ref:
Your ref:

Date: 29 September 2025

To: Parents/carers of current Year 6 pupils

Dear parent/carer

Admission to secondary school - Year 7, September 2026

This letter contains important information for parents and carers of **all** pupils currently in Year 6 of primary school.

If your child is due to transfer from a primary school to Year 7 at a secondary school in September 2026, you **must** complete a school admission application.

You are able to apply online. If you have already signed up to 'My Account' on the Bridgend County Borough Council (BCBC) website, you will need to log in and you can then complete an online application for a secondary school place.

If you have not already signed up to My Account, you can create your account from the Bridgend County Borough Council website. All you need is an email address.

It is quick and easy to apply for a Year 7 secondary school place through My Account and you can have peace of mind knowing that your application has been received because once you have submitted the application, this will be indicated in your My Account summary information.

The online application works equally well on PC, tablet device or mobile phone.

Before you complete an application, please read the documents on the website:

www.bridgend.gov.uk/schooladmissions

The application form is also available as a hardcopy upon request, either from your local school or from the council on telephone number 01656 642622.

The online application will be available through My Account from Monday, 13 October 2025 at 10am. Please note that the deadline date for completed applications is **Friday, 16 January 2026 at 4pm**. Failure to submit an application by this date and time may result in your child being refused a place at the school of your choice.

All parents/carers have the right to express a preference for the school they wish their child to attend. In most cases, parents/carers are happy to choose their nearest suitable school (for English-medium secondary schools, this is also known as the catchment school). If you are successful in applying for a place at a school that is not your child's nearest suitable school, the Council **will not** normally provide free transport, irrespective of the distance from home to the school. The Home-to-School/College Transport Policy is available from:
www.bridgend.gov.uk/schooltransport

Where a school is oversubscribed, that is, the demand for places is greater than the number of places available, the council will apply its oversubscription criteria to allocate the places available. The council's School Admissions Policy 2026-2027 identifies the full list of oversubscription criteria. **It is strongly recommended that you select another school as your second preference school.** This can be the nearest suitable school for your child or another school. **Limiting your choice to just one school does not improve your prospects of gaining a place for your child in that school.** Please note that there is no automatic right for pupils with siblings in a school to be allocated a place at that school.

Every parent/carer who is applying for a Year 7 place for September 2026 for a child must record the current address at which their child is ordinarily resident on the application form. When processing the application, the council will check the child's place of ordinary residence against the records held by the child's school (if applicable). In addition, council tax records for the applicant will be checked.

If an applicant is not registered for council tax at the address of ordinary residence recorded in the application form, the applicant **must** supply documentation **with** the application form that evidences the child's place of ordinary residence. If the council is not satisfied by any evidence provided by the applicant and there is ongoing doubt about the child's place of ordinary residence, the council reserves the right to undertake further checks and/or seek further verification from the applicant. This will be to assist in the prevention and detection of address fraud for the purpose of gaining an unfair advantage in the school application system.

The governing body of Archbishop McGrath Catholic High School is the admission authority with responsibility for all admission arrangements for that school. Therefore, if you wish to apply for a place at that school, you will need to contact the school directly. The admission criteria for Archbishop McGrath Catholic High School are different from the criteria for the other secondary schools in Bridgend.

If you are considering applying for a secondary school in another council's area (for example, in Rhondda Cynon Taff) you must ensure that you fully understand the implications of doing so. Although parents/carers may express a preference to apply for their child to attend any school, there are often policy implications in doing so, in particular whether school transport to that school will be provided by either BCBC or the other council. It is the responsibility of parents/carers to check their child's eligibility for school transport prior to applying for any school.

Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr Bridgend County Borough Council



Swyddfeydd Dinesig, Stryd yr Angel, Pen-y-bont, CF31 4WB / Civic Offices, Angel Street, Bridgend, CF31 4WB

The council's 'Starting School' Prospectus 2026-2027, which outlines the admissions policy and provides other information in relation to the services provided for children and parents/carers, is available on www.bridgend.gov.uk/schooladmissions or, alternatively, please telephone 01656 642622 to request a hardcopy.

The school admission policies and starting school prospectuses for other councils are available on their council website.

If you should require further, specific information in relation to the admissions process, please email pupilservices@bridgend.gov.uk

Yours faithfully

Robin Davies
Group Manager (Strategy, Performance and Support)

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Cyfnwidi testun: Rhwch 18001 o flaen unrhyw un o'n rhifau ffon ar gyfer y gwasanaeth trosglwyddo testun

Text relay: Put 18001 before any of our phone numbers for the text relay service

Rydym yn croesawu gohebiaeth yn Gymraeg. Rhwch wybod i ni os mai Cymraeg yw eich dewis iaith.

We welcome correspondence in Welsh. Please let us know if your language choice is Welsh.