

Southdown Primary School

Ysgol Gynradd Southdown  
Linderick Avenue  
Bwcle  
Sir y Fflint  
CH7 2NP  
Ffôn: 01244 544473  
Ebost: [somail@hwbcymru.net](mailto:somail@hwbcymru.net)



Southdown Primary School  
Linderick Avenue  
Buckley  
Flintshire  
CH7 2NP  
Phone: 01244 544473  
Email: [somail@hwbcymru.net](mailto:somail@hwbcymru.net)

Miss Charlotte Luke  
Headteacher/Pennaeth  
[www.southdownprimaryschoolbuckley.co.uk](http://www.southdownprimaryschoolbuckley.co.uk)  
[@SouthdownCP](https://twitter.com/SouthdownCP)

December 2025

FROM THE CHAIR OF GOVERNORS

Dear Parents and Carers,

It gives me great pleasure to introduce this year's Annual Report. On behalf of the Governing Body, I would like to extend our heartfelt thanks to every member of our school community. Your dedication, resilience, and commitment have been the driving force behind another successful year.

To our parents and carers, thank you for your unwavering support and partnership. To our students, we are proud of your achievements, your enthusiasm for learning, and the way you represent our school values every day. To our staff, your professionalism and passion for education continue to inspire us all. And to my fellow governors, thank you for your time, expertise, and guidance in shaping the future of our school.

Our school continues to thrive because of the collective effort of this remarkable community. Together, we have created an environment where every child is encouraged to reach their full potential.

We look forward to building on our achievements in the year ahead. Thank you once again to each and every one of you for everything you do to make our school such a vibrant and supportive place to learn and grow.

Wishing you all a very Merry Christmas & a Happy New Year.

If you have any questions about this report, please contact the school office in the first instance, and they will be happy to pass your query on to me.

Warm regards,

Stephanie Griffiths-Gidman  
Chair of Governors

# Governors' Annual Report to Parents 2024-2025

## Southdown Primary School

### **INTRODUCTION**

The Governors are pleased to report on the academic year 2024-2025 in line with the statutory guidance of the Welsh Assembly Government. We are very proud of our school and the achievements of the pupils during the last twelve months. We are producing the future citizens and workforce for our community and are working hard to give each individual an all-round, balanced education.

### **THE GOVERNING BODY**

This is a list of Governors in post during 2024-2025, together with the dates on which their term of office ends.

Chair	David Meeke-Smith
Vice-Chair	Karen Jones

Name	Status	Term of Office	Appointed By
Charlotte Luke	Head teacher		
Kirsten Bell	Deputy Headteacher		
Dave Meeke-Smith	LA Governor	09/2028	LA
Andrew Wilcock	LA Governor	09/2027	LA
Jill Nicholls	LA Governor	07/2028	LA
Helen Wilde	LA Governor	09/2028	LA
Erin Shawcross	Community Governor	09/2026	Governing Body
Lynne Ingman	Community Governor	09/2027	Governing Body
Alison Patchen	Community Governor	09/2028	Governing Body
Vacancy	Community Governor		Governing Body
Colin Devitt	Parent Governor	09/2028	School Parents
Stephanie Griffiths-Gidman	Parent Governor	07/2028	School Parents
Karen Jones	Parent Governor	06/2026	School Parents
Nigel Moore	Parent Governor	06/2026	School Parents
Kaylie Smithers	Parent Governor	07/2028	School parents
Richard Godwin	Teacher Governor	09/2027	Teaching Staff
Robert Williams	Teacher Governor	09/2026	Teaching Staff
Joanne Jones	Staff Governor	09/2026	School Staff
Mandy Wilson	Clerk		

- The Chair and the Clerk can be contacted care of Southdown Primary School (Tel: 01244 544473) Southdown Primary School, Linderick Avenue, Buckley, Flintshire CH7 2NP.
- In 2024/25 there was 0 vacancies for parent governors.
- The Governors did not hold a meeting for the parents in the year 2024-2025.
- Governors attended training provided by the L.A. to meet the needs of the Governing Body.
- The Full Governing body met on 4 occasions including an AGM.

### **NATIONAL CURRICULUM**

- Southdown is an English medium school.
- The school teaches a skills-based curriculum using a thematic approach.
- Pupils from Nursery to Year 6 follow the new National Curriculum programme which covers the following 'Areas of Learning and Experiences':
  - Mathematics and Numeracy
  - Languages, Literacy and Communication
  - Expressive Arts
  - Humanities
  - Health and Wellbeing
  - Science and Technology

## Governors' Annual Report to Parents 2024-2025

### Southdown Primary School

- At the heart of the curriculum is the Four Purposes: Ambitious, capable learners; Ethical, informed citizens; Enterprising, Creative Contributors and Healthy, Confident individuals.
- Literacy, Numeracy and Digital learning permeates the work giving pupils an opportunity to apply what they have learned into real situations. Parents also play a vital role in supporting their children in these areas.
- The Headteacher works closely with the Local Authority and GwE –the School Effectiveness and Improvement Service for North Wales.

#### **BILINGUALISM**

- The school teaches Welsh as a second language and incidental Welsh is used throughout the school at an appropriate level.
- Southdown staff actively encourage children to use Welsh, appropriate to their stage of learning, whenever possible.
- The school involves the children in many aspects of the culture and heritage of our nation including an annual Eisteddfod. The school Eisteddfod is one of the main events in our school calendar and work is proudly displayed in the school.
- There are many signs around the school which reinforce the Welsh language and adults role model appropriate phrases.
- Southdown is continuing its work towards the Cymraeg Campus Gold Award under the strong leadership of Mr Carl Smith. We have a 'Criw Cymraeg' consisting of pupils from across the school that work towards this award.

#### **ADDITIONAL LEARNING NEEDS AND DISABILITY**

- At the start of 2024-2025 43% of pupils were on the Special Needs Register for academic, medical or language needs. Some children included in this register are being monitored by the class teachers and ALNCo. This number includes Nursery. The percentage of children with ALN does not include these children being monitored.
- The school prides itself on the early identification of children with additional needs resulting in pupils being provided with the most appropriate support and therefore meeting their needs and helping them with fulfilling their potential.
- Mrs Bell is the school's Additional Learning Needs Coordinator.
- We follow the ALNET protocols and ALN Code as set out by Welsh Government.
- Children who experience significant difficulties in reading and language skills and/or maths are identified by the class teacher to receive extra support within class and from our Learning Support staff.
- If it is found that a child requires further support, then the school will contact outside agencies, e.g. speech therapist, educational psychologist for further advice/assessment. A full explanation of procedures is provided in the school's prospectus and website <https://www.southdownprimaryschoolbuckley.co.uk/>
- Consortium Group Consultation Additional Needs meetings are normally held twice a term.
- Liaison also takes place with High Schools regarding the transfer of pupils from primary to secondary education and between Playgroups and school when starting primary education.
- The school has facilities to cater for pupils with disabilities covered by the Disabilities Discrimination Act 1995. Wide doorways and ramps are provided along with a disabled toilet. The ethos of the school is such that disabled pupils are offered the same opportunities as able-bodied pupils. A copy of the Strategic Equality Plan and Diversity and Equality Policy are available on the school's website.
- The Additional Needs Governor for 2024-2025 was Lynne Ingman.

## Governors' Annual Report to Parents 2024-2025

### Southdown Primary School

#### PUPIL NUMBERS AND ATTENDANCE

- In September 2024 there were 311 full-time pupils on roll and 26 part-time pupils in Nursery.
- Governors would like to thank the parents for their co-operation in ensuring that their children attend school regularly and that they inform school of any absences.
- The rates of authorised and unauthorised absences are not being reported this year.
- The target for 2025-26 is 93%.
- There is great pressure on schools to improve attendance and we still feel that we can improve on this figure and thank parents for their co-operation in not taking pupils out of school for holidays.
- We would also like to thank parents for ensuring that their children arrive in school on time.
- Any concerns with attendance or lateness are address by the Headteacher in conjunction with the school's Education Support Officer, Julie Mayos.

#### DESTINATION OF YEAR 6 SCHOOL LEAVERS (figures rounded)

- There has been liaison between all Secondary Schools and Year 6 staff regarding the transfer of pupils.

○ Argoed	35%	○ Ysgol Maes Garmon	2%
○ Elfed	59%	○ Out of County	2%
○ St Richard Gwyn	2%		

#### STAFFING

- In September 2024 there were 14 full time teachers (including an Additional Needs teacher/Deputy Headteacher), 3 part time teachers and the Headteacher.
- Phase 1 and Phase 2 had 9 full-time equivalent Learning Support Assistants some of which were grant funded.
- Phase 3 had 4.5 Learning Support Assistants. Some of these roles were grant funded.
- Across the school there was 7 Learning Support Assistants that support individual pupils.
- Students from Chester University and Coleg Cambria and were placed in Southdown for their teaching practice and work experience.
- The following staffing changes occurred in comparison to the previous year:
  - Mrs Claire Ellison continued in her temporary role to cover Mrs Hollinrake's maternity. We welcomed Mrs Hollinrake back in the Summer Term.
  - Miss Seren Gardner was employed to cover Miss Manon Cox's continued secondment.
  - Miss Lauren Bucceri and Mrs Alaw Smith were employed to cover teacher long term absences.
  - Miss Lucy Humphries joined the school admin team, replacing Mrs Jenni Neil.
  - Mrs Kathryn Davies resigned her Learning Support Role.
  - Mrs Sharon Wilson and Miss Tia Wilson joined the Learning Support team.
  - Miss Jessica Cunningham joined the cleaning team.
  - Mrs Sarah Snowden-Jones finished her role as teacher after 23 years at Southdown.

#### PROFESSIONAL DEVELOPMENT

- The staff have been participating in a variety of professional development opportunities this year.
- Further details of all staff training undertaken is available in the minutes of Governors' meetings and are available on request.
- Teaching staff had non-contact time for planning, preparation and assessment (PPA), under the terms of the National Agreement for Workforce Remodelling.

**Southdown Primary School**

**COMMUNITY LINKS/PUPIL ACTIVITIES**

The valued contact with the community has been maintained and developed

- PC Lee Woodworth has delivered an extensive PSE programme of work with the children.
- Christmas Performances -thank you to Bistre Church for allowing us to use the church for the Phase 3 performance.
- Little Rays and the Sunshine Club continue to be available 5 days a week.
- There has been liaison between all Secondary Schools and Year 6 Staff re transfer of pupils.
- Transition work with Elfed and Argoed High Schools has taken place for children in Year 3 upwards.
- Termly Wellbeing weeks following the 5 Ways to Wellbeing including Hello Yellow Day.
- Reception new starter photo –Leader newspaper
- Welsh Language Development Day at Ysgol Maes Garmon -2 Year 6 pupils
- Library visits for all year groups Reception to Year 6
- NEWCIS Young Carers assembly
- Macmillan Coffee Morning arranged by the School Council, £350 raised.
- Argoed Student Leadership Team led a Phase 3 assembly with headteacher, Mr Smith.
- Flintshire Foodbank Collection for Harvest
- Harvest Celebration at Bistre Church
- Selling poppies for the Royal British Legion
- Remembrance Service at Elfed High School.
- Fire Service Assembly
- Nursery 2024 open days for prospective parents.
- Year 6 -Financial Education with M&S bank
- Children in Need
- Anti-bullying week
- Film Night
- School Council to visit County Hall
- Newt Networks for Eco Council
- Year 5 Science workshop from URENCO.
- Year 5 Loose Parts Play Sessions
- Children's Mental Health Week
- Safer Internet Day
- Nursery and Reception -Canal and River Trust workshop
- Celebrating Thinking Day for members of Girlguiding and Scouting.
- PBuzz lessons for Year 3.
- World Book Day
- Eisteddfod
- British Legion
- Red Nose Day £103 from selling Red Noses
- Year 6 Cycling Proficiency
- Non-Uniform Day/Easter Egg Hunt
- Easter Bingo
- Easter Service at Bistre Church
- Nursery and Little Rays trip to Manorafon Farm
- Reception trip to Rhyl
- Year 1 and 2 trip to Erddig
- Year 3 PBuzz lessons
- Year 3 Explore
- Year 3 trip to Chirk Castle
- Year 5 trip to Jodrell Bank

### Southdown Primary School

- Year 4 trip to Blue Planet Aquarium
- Year 4 have visited The Rise to make pizza.
- Year 4 Plas Menai Residential
- Year 5 Panto trip at The Tivoli
- Year 6 PGL Residential
- Year 6 Dangerpoint Trip
- Year 4 Egyptian Day
- Song writing workshop for Phase 3.
- Battle of the Schools at The Tivoli -dance team won 3<sup>rd</sup> place
- iRock extra curriculum paid by parents
- Library visits for Reception, Years 3, 4, 5 and 6
- PC Lee -Year 6 ASB
- Year 6 ASB project with NWP.
- Stay and Play session for new Nursery
- Sports Day
- Wellbeing Week
- Class Photographs
- School Disco
- Non-Uniform Day for Summer Fair
- Summer Fair
- Eco Council Platinum Award review
- Little Listeners Celebration
- Big Sing concert at Theatre Clwyd -Phase 2
- Brass and Woodwind ensemble
- Year 6 Bowling
- Year 6 Leavers Service
- Transition work with High School
  - Year 3 Expressive Arts Festival, Elfed High School
  - Year 4 Puzzle morning, Elfed High School
  - Year 4 Sports Festival, Elfed High School
  - Year 4 Light, Colour and Sound, Elfed High School
  - Year 5 Science and Numeracy, Elfed High School
  - Year 5 Poetry Workshop, Elfed High School
  - Year 5 Team Building, Elfed High School
  - Year 6 Science and Technology, Argoed High School
  - Year 6 Music and Dance, Elfed High School
- We welcomed our new Nursery children for a morning of fun and every year group moved 'up' to their new class for a morning to meet their new teacher and classrooms. Year 6 children completed their transition days at their respective high schools.
- Individual and Class photographs were taken during the Autumn Term and class photographs were taken by Tempest in the Spring Term.
- Parents Evening
- New Nursery/Reception 2025 meetings
- Food donations from our Harvest Festivals were given to the Mold Foodbank
- Poppies were sold for the Royal British Legion and two Year 6 children represented the school at the Remembrance Service at Elfed High School.
- Operation Christmas Child -28 boxes collected.

## Governors' Annual Report to Parents 2024-2025

### Southdown Primary School

- Christmas continued to be busy with a Pantomime trip, Christmas Dinner, Concerts and Parties and was finished with the school's traditional Fancy-Dress Day. We also enjoyed a Christmas Puppet Show at Bistre Church.
- We also welcomed the community to our annual Summer Fair.
- Monies raised during the year included:
  - Brain Tumour Research £354.50
  - Children in Need £439
  - Comic Relief £517

#### **SPORTING AND EXTRA-CURRICULUM ACTIVITIES**

The success of the school is not confined to academic achievement alone as many of our children benefit from a variety of sporting and extra-curriculum activities.

Extra-curricular activities this year have included:

- Art Club (Year 5 and 6) with Mrs Mathieson
- Board Games Club (Years 1-3) with Mrs Ellison
- Chess Club -lunch (Year 5 and 6) with Mr Williams
- Choir (Years 4-6) with Miss Gardner
- Digital Club (Year 3-4) with Miss Say
- Football Club (Years 4- 6) with Mr Godwin and Mr Williams
- Running Club with Mr Williams
- Singing Club -lunch (Year 1-3) with Mrs Maddox and Miss Phoenix
- Chess Club -lunch (Year 5 and 6) with Mr Williams
- Choir (Years 4-6) with Miss Gardner
- Singing Club (Years 1-3) with Mrs Maddox and Miss Phoenix
- Gymnastics (Years 5-6) with Mrs Ellison and Mr Williams
- Running Club with Mr Williams
- Tag Rugby (Years 5-6) with Mr Godwin

Sporting Festival and Competitions:

- Dragon Sports Leaders training -Year 6
- Buckley Cluster Year 5/6 Football competition
- Gymnastics Festival -thank you to Mr Williams and Mrs Ellison
- Year 5/6 Ron Bishop Football Competition
- Year 3-6 Fox Parry Girls Football
- Year 3 to 6 Swimming Gala
- Year 3 to 6 Cross Country

Thanks to the volunteers who shared their passion for their sport with the children.

- We were able to invite parents to our Sports Days and it was wonderful to see the children enjoying the different sporting events.
- We are very proud of all our children who take part in these activities. Thank you to the staff who organise and coach the children.

#### **POLICY REVIEWS**

To ensure the smooth running of the school, the Governors are responsible for reviewing and adopting School Policies. The responsibility to write and review these Policies lies with different Governors and a list of the policies that have been reviewed and accepted this year can be provided by the Headteacher.

### Southdown Primary School

#### THE SCHOOL PROSPECTUS

- Our school prospectus is updated annually.
- Changes are made each year to items such as staffing changes, uniform costs, dinner costs, etc.

#### SCHOOL IMPROVEMENT PLAN

- The School Improvement Plan for 2024-2025 was produced after a thorough self-evaluation process.
- In 2024-2025 there were 5 priorities:
  - **Priority 1:** To improve independent writing across the curriculum, through developing resilience, quality feedforward and ensuring appropriate challenge for all.
  - **Priority 2:** To re-establish a culture of creativity by developing the range and progression of Expressive Arts to create authentic contexts for learning.
  - **Priority 3:** To continue to build on effective relationships to ensure everyone shows kindness, resilience, respect and takes responsibility to ensure a safe environment for all to thrive.
  - **Priority 4:** To refine the tracking of provision and interventions to show progress and impact for ALN children.
  - **Priority 5:** To build upon and refine our self-evaluation processes by developing a culture of a school as a self-improving organisation.
- Evaluation of progress towards each priority took place on a termly basis by staff. The Headteacher also reported on the progress of development priorities during Governors meetings where further evaluation took place.
- The priorities are linked to the teachers' Professional Development Review (performance management) targets.

#### SCHOOL INSPECTION ACTION PLAN

The school underwent an ESTYN inspection in November 2018. Report available on the school website ([www.southdownprimaryschoolbuckley.co.uk](http://www.southdownprimaryschoolbuckley.co.uk))

The school was judged as good across the 5 areas. The recommendations were:

- Provide greater challenge for pupils that are more able in Key Stage 2
- Ensure that any written feedback to pupils by teachers is specific enough to help them improve their work.
- Improve pupils' reading comprehension in key stage 2
- Develop pupils' ability and confidence to speak Welsh

The school has been focussing on these recommendations and they have been assimilated into our improvement priorities.

#### HEALTHY EATING AND DRINKING

- Children are encouraged to eat healthily through focused lessons and also through the choice of fruit and vegetables at snack time.
- School dinners are designed to be nutritious and have been carefully planned by nutritionists.
- Water fountains are available for pupils and staff to use throughout the day.
- Children are encouraged to bring water bottles from home for use during lessons.

#### PREMISES

- Mr Victor Jackson continues in his role as Caretaker.
- General repairs take place as and when required and are monitored by the Caretaker.
- PAT testing has taken place (An annual requirement)
- Fire alarms were tested on a regular basis and fire drills held.
- The school is kept clean and tidy by the caretaker and a team of four cleaners. They have a standard work programme which includes cleaning the toilets, classrooms and maintaining soap and toilet roll levels etc

### Southdown Primary School

- The grounds' maintenance is contracted to SCR Services Ltd
- The Governors would remind parents of the rules with regard to no dogs or smoking, including e-cigarettes and vapes on site and the appropriate use of the school car park.
- Large PE equipment has been inspected
- The fire extinguishers and emergency lighting have been tested and updated as necessary.
- There are an adequate number of toilets for children and they are cleaned daily.
- During the year the following building works have taken place:
  - Year 1 and 2 classrooms have been decorated.
  - Year 5 and 6 carpet fitting
  - Trim trail repaired
  - The Year 2 outdoor canopy cover was renewed after damaged during Storm Debi last year.
  - Data logger attached to the gas has been replaced.
  - New Nursery window blinds
  - HSL changed the pipe work on the hot water tanks and replaced the hot water heater tanks in the classrooms with sinks.
  - Kitchen Audit completed by Compliance Ed on behalf of Newydd
  - Building Survey completed by 23 Consult on behalf of FCC
  - Tree survey update
  - Ikea Kallax units plus storage have been purchased for Year 5 classrooms to try to improve the coat/storage issues in the cloakrooms.
  - Groundworks completed between the two mobile classrooms. A massive thank you to G Scarfo & Son for completing this work for free and the hard work of Vic Jackson.

### **SOUTHDOWN FRIENDS**

- The Southdown Friends continued to meet and raise funds for the school with a closing balance of £10,618.31 at the end of the financial year 2024-2025.
- We were able to hold a variety of events throughout the year including Christmas Film Night, Non-Uniform Day for the Easter Bingo, Bingo, Non-Uniform day for the Summer Fair and the Summer Fair.
  - Film Night £1,003.30
  - Raffle Tickets £902.50
  - Santa v Grinch £355.14
  - Easter Bingo £605.85
  - Summer Disco £592.99
  - Sports Day £58.22
  - Summer Fair £2,316.41

### **FREE SCHOOL MEALS**

- Welsh Government continues to provide a free school meal for all primary school pupils.
- Welsh Government continues to give money to schools to help children from lower income families do their absolute best. This funding is called a 'Pupil Deprivation Grant.' You can register your child for Free School Meals if you meet certain criteria in regard to benefits.
- Registering is really quick and easy –if you think you qualify, visit <http://www.flintshire.gov.uk/en/Resident/Schools/Education-Benefits.aspx> where you can apply online.
- If you want your child to have a free, healthy meal at lunchtime that's great but if you don't want your child to have the school meals they can continue as normal –as long as you qualify and are registered the school still gets the money.
- No one will know you have registered, and it will not affect any other benefits you are claiming. Please take the time to see if you qualify, and ensure that you claim what you, and Southdown are entitled to. Thank you.
- At the beginning of 2024/25 25.4% of pupils were entitled to FSMs.

## Governors' Annual Report to Parents 2024-2025

### Southdown Primary School

#### FINANCIAL STATEMENT FOR APRIL 2024 TO MARCH 2025

The school budget is generated by a formula which is mainly based on pupil numbers.

Balances from 2023/2024	£91,710
Total Budget for 2024/2025	£1,692,084 (including balance c/f)

#### **Expenditure** (all rounded to the nearest £)

Employees	£1,791,788
Premises	£74,232
Transport	£1,765
Supplies	£89,602
Meals	£838
SLA Costs	£86,679
Total:	£2,044,904

Income including Grants	£431,474
Balance Carried Forward (2025/2026)	£78,654

#### **GRANTS**

The school receives a grant from Welsh Government and the LA to address the national priorities which are improving literacy, numeracy and reducing the negative affect of deprivation. We have identified several areas to focus on including extra-curricular activities and additional support and training for DCF, nurture, literacy and numeracy.

#### **SCHOOL FUND ACCOUNT**

The School Fund account is used to bank money for trips, photographs, uniform and sale of snacks, etc. The money raised from Southdown Friends is paid into the School Fund to pay for additional equipment as suggested by the children and staff, as well as transport for school trips.

#### **SCHOOL TERM DATES AND TRAINING DAYS FOR 2025-2026**

- School will be closed for 6 Staff Training Days through the year this includes an additional day allocated by Welsh Government to work towards the implementation of the new curriculum.
- The Governors of Southdown Primary School would like to take this opportunity to thank staff for their dedication to the education of the children and parents for their support over the year.

## Governors' Annual Report to Parents 2024-2025

### Southdown Primary School

Autumn Term		
Staff Training Day	Monday	1 <sup>st</sup> September 2025
Staff Training Day	Tuesday	2 <sup>nd</sup> September 2025
School Opens	Wednesday	3 <sup>rd</sup> September 2025
School Closes (Half Term)	Thursday	23 <sup>rd</sup> October 2025
Staff Training Day	Friday	24 <sup>th</sup> October 2025
School Opens	Monday	3 <sup>rd</sup> November 2025
School Closes (Christmas)	Friday	19 <sup>th</sup> December 2025
Spring Term		
School Opens	Monday	5 <sup>th</sup> January 2026
School Closes (Half Term)	Friday	13 <sup>th</sup> February 2026
School Opens	Monday	23 <sup>rd</sup> February 2026
Staff Training Day	Friday	20 <sup>th</sup> March 2026
School Closes (Easter)	Friday	27 <sup>th</sup> March 2026
Summer Term		
School Opens	Monday	13 <sup>th</sup> April 2026
May Day	Monday	4 <sup>th</sup> May 2026
School Closes (Half Term)	Friday	22 <sup>nd</sup> May 2026
School Opens	Monday	1 <sup>st</sup> June 2026
Buckley Jubilee	Tuesday	14 <sup>th</sup> July 2026
School Closes (Summer)	Friday	17 <sup>th</sup> July 2026
Staff Training Day	Monday	20 <sup>th</sup> July 2026

#### Admission Dates 2025-2026

Admission Phase	Admission forms available to parents	Closing date for receipt of completed forms	Allocation period by local authority	Parents informed by ("Offer date")
Secondary	1 <sup>st</sup> Sep 2025	3 <sup>rd</sup> Nov 2025	4 <sup>th</sup> Nov '25 – 5 <sup>th</sup> Jan '26	2 <sup>nd</sup> March 2026
Reception	22 <sup>nd</sup> Sep 2025	17 <sup>th</sup> Nov 2026	18 <sup>th</sup> Nov '25 – 23 <sup>rd</sup> Feb '26	16 <sup>th</sup> April 2026
Nursery	22 <sup>nd</sup> Sep 2025	16 <sup>th</sup> Feb 2026	17 <sup>th</sup> Feb '26 – 23 <sup>rd</sup> Mar '26	5 <sup>th</sup> May 2026