Neuadd y Sir
Caerdydd,
CF10 4UW
Ffôn: (029) 2087 2088
www.caerdydd.gov.uk
County Hall
Cardiff,
CF10 4UW
Tel: (029) 2087 2087
www.cardiff.gov.uk

Dear Parent(s) / Guardian(s)

If you have legal parental responsibility for a child born between 01 September 2020 and 31 August 2021 you can now apply for a school place in a reception class to start in September 2025.

Applications open on **Monday 11 November 2024**. The closing date for applications is **Monday 13 January 2025**. Applications received after this date will be considered after all on time applications have been assessed. Many schools fill up in this first round of allocations, so it greatly increases the likelihood of being allocated one of your preferences if you apply on time and use all of the preferences available to you

Which schools can I apply for?

You can apply for a reception place at any primary school in Cardiff. Every area of Cardiff is served by a Welsh-medium community primary school, an English-medium community primary school, a Church in Wales Primary School and a Catholic Primary School. You do not need to speak English or Welsh at home to apply for admission to any of these schools. You do not need to practice a particular faith to apply for admission to any of these schools.

Consider applying for Welsh Medium Schools. Anyone can apply for Welsh medium schools regardless of if the family is Welsh speaking. All are encouraged to consider the benefits of Welsh medium education. You can find more information on the Council's website Benefits of Welsh-Medium Education (cardiff.gov.uk) and via the flyers attached with this letter.

The Council coordinates admissions for 21 of the 23 primary faith schools in Cardiff. For a place at a school that is part of the coordinated admissions scheme, you must apply through the Council's online admissions system. You may also need to submit further details directly to your preferred school (or schools).

Please note Llandaff C.W. Primary School, St John Lloyd R.C Primary School, independent schools and schools based in other Local Authorities have their own admissions processes. If you would like your child to attend any of these schools you will need to apply directly to that school.

You can check which schools are near to your address along with discovering which are the catchment area Community Schools for your address at www.cardiff.gov.uk/onlinemaps. (please note distances will be the direct distance not safe walking routes).

Whilst living in a catchment area can help your child to receive an offer of a place at the school (if applied for), there is no guarantee this will be possible.

Attending a school's nursery has no bearing on how likely we are to be able to offer a place in that school's reception class.

How to apply

Apply online by using the Council's online application service. Go to www.cardiff.gov.uk/primaryadmissions and follow the instructions on screen. On the webpage is a useful 'help to apply' guide also. Help to apply (cardiff.gov.uk)

If you would like support with your application, assistance is available at Council Hubs or via your Primary School. You can find the locations and opening hours of the hubs at www.cardiff.gov.uk/hubs

To allow the Council to make accurate and fair decisions when allocating school places, you are asked to give reasons for each school you apply for. Some of the reasons require you to provide supporting documentation. These documents need to be received by the school admissions team by the closing date.

Be sure to answer all the questions in the application process fully. These answers (such as details of older siblings, or medical/social issues your child may have) can influence your eligibility for a school place. **If you don't tell us we don't know.**

You can make changes to your application up to the closing date, but if you do, be sure to press 'Submit' on the final page when you are happy with your application. Applications left unsubmitted at the point the system closes cannot be accepted.

What happens next?

We will allocate you the highest preference that we can. Some schools will be oversubscribed in which case we will use the published oversubscription criteria to allocate places up to the number of places available at that school. If you fall outside this number, we will look at your next preference. Therefore, it is important to express as many preferences as you can, as you may be able to secure a school in the first round that will not be available in later rounds.

You will receive the outcome of your application on **16 April 2025**. You will need to accept or reject an offer of a place by 30 April 2025. If we have been unable to offer you a place at one of your preferred schools, you may submit a new application for one of the alternatives proposed by 30 April 2025

Should you not receive an offer for your highest preference school on 16 April, you will remain on a waiting list and will be contacted if there is a change of circumstances.

Any places that parents reject in the first round will be reallocated in subsequent rounds. If you are on a waiting list for a place, you application will be reconsidered if places become available.

You must tell us if you move house between receiving your offer and the beginning of term in September 2025. A change of address might affect your entitlement to your school place and / or your position on a waiting list, hence you should tell us as soon as possible so that we can discuss your options.

More information can be found in the 'School admissions booklet 2025/26' which is available at www.cardiff.gov.uk/schooladmissions

Yours sincerely,
School Admissions Team.

CARDIFF
CAERDYDD

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Annwyl Riant/Rhieni / Gwarcheidwad/Gwarcheidwaid

Os oes gennych gyfrifoldeb rhiant cyfreithiol dros blentyn a aned rhwng 1 Medi 2020 a 31 Awst 2021, gallwch nawr wneud cais am le mewn dosbarth derbyn i ddechrau ym mis Medi 2025.

Mae'r ceisiadau'n agor **Ddydd Llun 11 Tachwedd 2024**. Y dyddiad cau ar gyfer ceisiadau yw **Dydd Llun 13 Ionawr 2025.** Caiff ceisiadau sy'n dod i law ar ôl y dyddiad hwn eu hystyried ar ôl i'r holl geisiadau a gyflwynwyd yn brydlon gael eu hasesu. Mae llawer o ysgolion yn llenwi yn ystod y cylch dyrannu lleoedd cyntaf hwn ac felly bydd eich siawns o gael un o'ch dewisiadau yn cynyddu'n sylweddol os gwnewch gais yn brydlon a defnyddio'r holl ddewisiadau sydd ar gael i chi .

Pa ysgolion y gallaf wneud cais amdanynt?

Gallwch wneud cais am le mewn dosbarth derbyn mewn unrhyw ysgol gynradd yng Nghaerdydd. Gwasanaethir pob ardal o Gaerdydd gan ysgol gynradd gymunedol cyfrwng Cymraeg, ysgol gynradd gymunedol cyfrwng Saesneg, Ysgol Gynradd yr Eglwys yng Nghymru ac Ysgol Gynradd Gatholig. Nid oes angen i chi siarad Cymraeg na Saesneg gartref i wneud cais am le mewn unrhyw un o'r ysgolion hyn. Nid oes angen i chi ddilyn ffydd benodol i wneud cais am le mewn unrhyw un o'r ysgolion hyn.

Ystyriwch wneud cais am Ysgolion Cyfrwng Cymraeg. Gall unrhyw un wneud cais am le mewn ysgol Gymraeg waeth p'un a yw'r teulu'n siarad Cymraeg ai peidio. Anogir pawb i ystyried buddion addysg Gymraeg. Gallwch gael rhagor o wybodaeth ar wefan y Cyngor Manteision Addysg Gymraeg (cardiff.gov.uk) a thrwy'r taflenni sydd ynghlwm wrth y llythyr hwn

Mae'r Cyngor hefyd yn cydlynu derbyniadau ar gyfer 21 o'r 23 o ysgolion ffydd cynradd yng Nghaerdydd. Am le mewn ysgol sy'n rhan o'r cynllun derbyniadau cydlynol, rhaid i chi wneud cais trwy system derbyniadau ar-lein y Cyngor. Efallai y bydd angen i chi hefyd gyflwyno manylion pellach yn uniongyrchol i'ch ysgol (neu ysgolion) o ddewis.

Sylwer, mae gan Ysgol Gynradd yr Eglwys yng Nghymru Llandaf, Ysgol Gynradd Gatholig Sant John Lloyd, ysgolion annibynnol ac ysgolion sydd wedi'u lleoli mewn Awdurdodau Lleol eraill eu prosesau derbyn eu hunain. Os hoffech i'ch plant fynd i unrhyw un o'r ysgolion hyn bydd angen i chi wneud cais yn uniongyrchol i'r ysgol.

Gallwch wirio pa ysgolion sy'n agos at eich cyfeiriad ynghyd â darganfod pa rai yw Ysgolion Cymunedol y dalgylch ar gyfer eich cyfeiriad chi yn www.caerdydd.gov.uk/mapiauarlein. (nodwch mai'r pellteroedd yw'r pellter uniongyrchol nid llwybrau cerdded diogel).

Er y gall byw mewn dalgylch helpu â chyfleoedd eich plentyn o gael cynnig lle yn yr ysgol (os gwnaed cais amdani), nid oes sicrwydd y bydd hyn yn bosibl.

Nid yw mynychu meithrinfa ysgol yn effeithio ar ba mor debygol ydym o allu cynnig lle yn nosbarth derbyn yr ysgol honno.

GWEITHIO DROS GAERDYDD, GWEITHIO DROSOCH CHI
Mae'r Cyngor yn croesawu gohebiaeth yn Gymraeg, Saesneg neu'n ddwyieithog. Byddwn yn cyfathrebu â chi yn ôl eich dewis, dim ond i chi roi gwybod i ni pa un sydd well gennych. Ni fydd gohebu yn Gymraeg yn arwain at oedi.

WORKING FOR CARDIFF, WORKING FOR YOU
The Council welcomes correspondence in Welsh, English or bilingually. We will ensure that we communicate with you in the language of your choice, as long as you let us know which you prefer. Corresponding in Welsh will not lead to delay.

CRYFACH TECACH GWYRDDACH | STRONGER FAIRER GREENER

Sut i wneud cais

Gwnewch gais ar-lein drwy wasanaeth gwneud cais ar-lein y Cyngor Ewch i www.caerdydd.gov.uk/derbyniadaucynradd a dilyn y cyfarwyddiadau ar y sgrin. Ar y tudalennau gwe mae canllaw defnyddiol 'Help i wneud cais' hefyd. Help i wneud cais (cardiff.gov.uk)

Os hoffech gael cymorth gyda'ch cais, mae cymorth ar gael yn Hybiau'r Cyngor neu drwy eich Ysgol Gynradd. Gallwch ddod o hyd i leoliadau ac oriau agor yr hybiau yn www.caerdydd.gov.uk/hybiau

Er mwyn caniatáu i'r Cyngor wneud penderfyniadau cywir a theg wrth ddyrannu lleoedd ysgol, gofynnir i chi roi rhesymau dros bob ysgol rydych yn gwneud cais amdani. Mae rhai o'r rhesymau yn gofyn i chi ddarparu dogfennau ategol. Mae angen i'r dogfennau hyn gael eu derbyn gan y tîm derbyn i ysgolion erbyn y dyddiad cau.

Gofalwch eich bod yn ateb yr holl gwestiynau yn y broses yn llawn. Gall yr atebion hyn (megis manylion am frodyr a chwiorydd hŷn, neu faterion meddygol / cymdeithasol) ddylanwadu ar eich cymhwysedd ar gyfer lle mewn ysgol. **Os nad ydych yn dweud wrthym, dydyn ni ddim yn gwybod.**

Gallwch wneud newidiadau i'ch cais hyd at y dyddiad cau, ond os ydych yn gwneud hynny gofalwch eich bod yn pwyso 'Cyflwyno' ar y dudalen olaf pan fyddwch yn fodlon gyda'ch cais. Ni ellir derbyn ceisiadau nas cyflwynwyd pan fydd y system yn cau.

Beth sy'n digwydd nesaf?

Byddwn yn dyrannu'r dewis uchaf y gallwn i chi. Bydd rhai ysgolion yn cael mwy o geisiadau na nifer y lleoedd sydd ar gael ac yn yr achos hwnnw byddwn yn defnyddio'r meini prawf gordanysgrifio cyhoeddedig i ddyrannu lleoedd hyd at nifer y lleoedd sydd ar gael yn yr ysgol honno. Os byddwch y tu allan i'r nifer hwn byddwn yn edrych ar eich dewis nesaf. Felly, mae'n bwysig nodi cymaint o ddewisiadau ag y gallwch oherwydd mae'n bosib y gallwch sicrhau lle mewn ysgol yn y rownd gyntaf na fydd ar gael mewn rowndiau dilynol.

Byddwch yn derbyn canlyniad eich cais **16 Ebrill 2025.** Bydd angen i chi dderbyn neu wrthod cynnig o le erbyn 30 Ebrill 2025. Os nad ydym wedi gallu cynnig lle i chi yn un o'ch ysgolion dewisol, gallwch gyflwyno cais newydd am un o'r dewisiadau amgen a gynigiwyd erbyn 30 Ebrill 2025.

Os na fyddwch yn derbyn cynnig ar gyfer eich ysgol ddewis gyntaf ar 16 Ebrill, byddwch yn aros ar restr aros a byddwn yn cysylltu â chi os bydd amgylchiadau'n newid.

Bydd unrhyw leoedd y mae rhieni'n eu gwrthod yn y rownd gyntaf yn cael eu hailddyrannu mewn rowndiau dilynol. Os ydych ar restr aros am le, bydd eich cais yn cael ei ailystyried os bydd lleoedd ar gael.

Rhaid i chi ddweud wrthym os byddwch yn symud tŷ rhwng derbyn eich cynnig a dechrau'r tymor ym mis Medi 2025. Gallai newid cyfeiriad effeithio ar eich hawl i'ch lle ysgol a / neu eich safle ar restr aros, felly dylech ddweud wrthym cyn gynted â phosibl fel y gallwn drafod eich opsiynau.

Mae rhagor o wybodaeth ar gael yn y 'Llyfryn derbyn i ysgolion 2025/26' sydd ar gael yn www.caerdydd.gov.uk/derbyniysgolion

Yn gywir,
Tîm Derbyn i Ysgolion