



Bryn Offa Church of England Primary School

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Headteacher: Mr P Thompson

8th January 2021

Dear Parents and Guardians

A couple of days ago I wrote to the families who have already been allocated places at Bryn Offa, to indicate that I thought a safe class limit would soon be given to me and we would need to limit numbers. I have now received this number from the local authority, who have advised that each class be limited to no more than 15 children. It may be that the risk assessment done next week with the governors may not even allow us to take that many.

In addition to the guidance I received from the local authority, I have also finally received some guidance from the government. The document I received today confirmed that **'Parents and carers who are critical workers should keep their children at home if they can'**. This principle will also be used when determining places.

We are now in the dreadful situation of having to reduce the numbers in school, and possibly withdraw some of the places offered. The National Association of Headteacher's has provided schools with a priority list for this purpose.

We will therefore be using the criteria below to allocate places according to the priority list below:

1. Vulnerable children
2. Children where **both** parents are key workers or children with single parents who are key workers. NHS and education key workers to take priority if needed
3. Children where only one of two parents is a key worker. NHS and education key workers to take priority if needed.

We are already aware of the children in school who are vulnerable, so we do not need to collect this information. The information we will need to collect will be employment status and child care arrangements.

Early next week I will send out an email to all families, that will collect all the information needed in order for a decision to be made. Once we receive these back, the applications will be evaluated by a committee of governors who will make the decisions on places. A second committee will be set up to consider appeals. I have completely removed myself from the process of allocating places so that everyone will know that the process has been completely fair and transparent.

Every family must submit an application if they want a place, as no information will be used from the previous application. Once places are allocated by governors, I will then contact these families

to collect the more detailed information as to which days they want their children to attend. Please note that if a place is received, proof of employment will then need to be provided in the form of work ID badge or pay slip.

The timeline for this process is expected to be as follows:

Monday 11th January – An email sent out to collect employment and childcare information from families

Wednesday 13th January – 9am deadline for applications to have been submitted

Thursday 14th January – Parents informed if they have a place in school

Thursday 21st January – Deadline for any appeals

Please note that the new arrangements will not begin until Monday 18th January, so next week remains completely unchanged.

Yours sincerely
Mr Thompson