



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 1 September 2015 and 31 August 2016 you can now apply for a school place in the Reception class to start in September 2020.

You will need to make an online application to show which school you would like your child to attend.

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 also need to be received by the school admissions team by the closing date.

**Applications open on Monday 18<sup>th</sup> November 2019 until Monday 13<sup>th</sup> January 2020.**

### How do I apply?

Apply online by using the Council's online application service. Go to [www.cardiff.gov.uk/primaryadmissions](http://www.cardiff.gov.uk/primaryadmissions) and follow the instructions on screen. We also have uploaded a 'how to apply' guide, which is also on our website.

If you do not have internet access at home or you are unsure how the system works, you can still apply online by going to your local Advice Hub. Staff at the Hubs will be able to help you use the online application service. They will also be able to assist you if you need to scan in documents. Details of Hubs can be found at [www.cardiff.gov.uk/hubs](http://www.cardiff.gov.uk/hubs)

### Top tips:

You can apply for three schools. We strongly recommend that you apply for three different schools

We strongly recommend applying for your catchment school

**Submit your application on time.** Applications must be submitted between **Monday 18 November 2019** and **Monday 13th January 2020**. If your application is late, you are unlikely to get your preferred place.

Provide us with all supporting documents by Monday 13<sup>th</sup> January 2020.

Do not use this form to apply for Faith, Voluntary, Independent and schools based in other Local Authorities. These schools do their own admissions, so apply directly to them.

Consider applying for Welsh Medium Schools. Anyone can apply for Welsh medium schools regardless if the family is Welsh speaking. All are encouraged to consider the benefits of Welsh medium education

Before making your application it is very important that you read the information contained in the Information for Parents Booklet 2020/21 which is available at [www.cardiff.gov.uk/primaryadmissions](http://www.cardiff.gov.uk/primaryadmissions). It is important that you understand the admission criteria for each school.

Whilst living in a catchment area can help your child's chances of receiving an offer of a place at the school if applied for, there is no guarantee this will be possible. You can check your catchment area Community Schools for your address at [www.cardiff.gov.uk/onlinemaps](http://www.cardiff.gov.uk/onlinemaps)

**When will I know?**

The results for on time applications are released on 16<sup>th</sup> April 2020. If you applied online, your result is available through the Citizen Portal and via email.

You will need to accept or decline if you are offered a place.

**What if I miss the deadline?**

You can still apply through the Hub, but late applications are considered after all of the on time offers have been made, and your result will be released at a later date. These are called the later application rounds. Applying late will significantly reduce the likelihood of getting a place at your preferred schools.

You may be aware that the Council has consulted on a number of proposals relating to the potential re-organisation of school provision in some areas of Cardiff, these proposals are available at [www.cardiff.gov.uk/21stcenturyschools](http://www.cardiff.gov.uk/21stcenturyschools)

Yours sincerely,

School Admissions Team.



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Annwyl Riant (Rhieni) / Gwarcheidwad (Gwarcheidwaid)

Os oes gennych chi gyfrifoldeb rhiant dros blentyn a aned rhwng 1 Medi 2015 a 31 Awst 2016, gallwch nawr wneud cais am le ysgol yn y Dosbarth Derbyn a fydd yn cychwyn ym mis Medi 2020.

Bydd angen i chi wneud cais i ddangos pa ysgol yr hoffech i'ch plentyn ei mynychu.

Er mwyn i'r Cyngor allu gwneud penderfyniadau cywir a theg wrth ddyrannu llefydd ysgol, mae gofyn i chi roi rhesymau dros wneud cais am bob ysgol. Bydd rhai o'r rhesymau'n gofyn i chi gyflwyno dogfennau ategol. Mae angen i'r Tîm Derbyn i Ysgolion dderbyn y dogfennau hyn hefyd erbyn y dyddiad cau.

**Bydd y cyfnod ceisiadau ar agor ddydd Llun 18 Tachwedd 2019 tan ddydd Llun 13 Ionawr 2020.**

### **Sut mae gwneud cais?**

Gwnewch gais ar-lein drwy wasanaeth gwneud cais ar-lein y cyngor. Ewch i [www.caerdydd.gov.uk/derbyniadaucynradd](http://www.caerdydd.gov.uk/derbyniadaucynradd) a dilynwch y cyfarwyddiadau ar y sgrîn. Rydym hefyd wedi lanlwytho canllaw 'gwneud cais' sydd ar ein gwefan.

Os nad oes gennych fynediad at y rhyngwyd gartref neu os nad ydych yn siŵr sut mae'r system yn gweithio, gallwch wneud cais ar-lein o hyd drwy fynd i'ch Hyb Cyngori lleol. Gall y staff yn yr Hybiau eich helpu i ddefnyddio'r gwasanaeth gwneud cais ar-lein. Gallant hefyd eich helpu i sganio dogfennau. Cewch fanylion yr Hybiau yn [www.caerdydd.gov.uk/hybiau](http://www.caerdydd.gov.uk/hybiau).

### **Gair o gyngor:**

Gallwch wneud cais ar gyfer tair ysgol. Rydym yn argymhell yn gryf eich bod yn gwneud cais am le mewn tair ysgol wahanol.

Rydym yn awgrymu'n gryf eich bod yn gwneud cais am le yn ysgol eich dalgylch.

**Cyflwynwch eich cais ar amser.** Rhaid cyflwyno ceisiadau rhwng **dydd Llun 18 Tachwedd 2019 a dydd Llun 13 Ionawr 2020**. Os yw eich cais yn hwyr, mae'n annhebyg y cewch eich dewis cyntaf.

Cyflwynwch yr holl ddogfennau ategol erbyn dydd Llun 13 Ionawr 2020.

Peidiwch â defnyddio'r ffurflen hon i wneud ceisiadau am lefydd mewn ysgolion Ffydd, Gwirfoddol, Annibynnol nac ysgolion mewn Awdurdodau Lleol eraill. Mae'r ysgolion hyn yn trefnu eu derbyniadau eu hunain felly mae angen gwneud cais yn uniongyrchol.

Ystyriwch wneud cais am le mewn Ysgolion Cymraeg. Gall unrhyw un wneud cais ar gyfer ysgolion Cymraeg, p'un ai a yw'r teulu'n siarad Cymraeg ai peidio. Anogir pawb i ystyried manteision addysg Gymraeg.

Cyn gwneud eich cais, mae'n bwysig iawn i chi ddarllen y wybodaeth yn y llawlyfr Gwybodaeth i Rieni 2020/21 sydd ar gael yn [www.caerdydd.gov.uk/derbyniadaucynradd](http://www.caerdydd.gov.uk/derbyniadaucynradd). Mae'n bwysig iawn eich bod yn deall meini prawf derbyn pob ysgol

Er bod byw yn y dalgylch yn gallu bod o fantais wrth wneud cais am le mewn ysgol, nid yw'n gwarantu lle yn yr ysgol honno. Gallwch ddod o hyd i'r Ysgolion Cymunedol yn nalgylch eich cyfeiriad yn [www.caerdydd.gov.uk/mapiauuarlein](http://www.caerdydd.gov.uk/mapiauuarlein)

### **Pryd caf i wybod?**

Caiff canlyniadau'r ceisiadau a dderbynnir mewn pryd eu rhyddhau ar 16 Ebrill 2020. Os gwnaethoch gais ar-lein, bydd eich canlyniad ar gael trwy Borthol y Dinasyddion a thrwy e-bost.

Bydd angen i chi dderbyn neu wrthod os cewch gynnig lle.

### **Beth os ydw i'n rhy hwyr?**

Gallwch wneud cais trwy'r Hyb o hyd, ond caiff ceisiadau hwyr eu hystyried ar ôl cynnig llefydd i'r holl rai a wnaeth geisiadau mewn pryd, a chewch eich canlyniad yn hwyrach. Ystyrir y rhai hwyr yn y rowndiau derbyn diweddarach. Gall cyflwyno cais yn hwyr leihau'r tebygrwydd y cewch le yn eich ysgol ddewis yn sylweddol.

Mae'n bosibl eich bod yn ymwybodol bod y Cyngor wedi ymgynghori ar nifer o gynigion ar gyfer ad-drefnu darpariaeth ysgol mewn rhai ardaloedd yng Nghaerdydd. Mae'r manylion ar gael yn [www.caerdydd.gov.uk/ysgolionyr21ainganrif](http://www.caerdydd.gov.uk/ysgolionyr21ainganrif)

Yn gywir,

Tîm Derbyn i Ysgolion