A guide to applying for a school place in Cardiff / Canllaw i wneud cais am le ysgol yng Nghaerdydd

Starting primary school or moving from primary school to secondary school is an exciting time for children and parents. It can also be a stressful time as decisions are made on the schools to apply for, and parents and children then wait to see if their application has been successful.

But there are a few key things that can be done which will help to make the process as smooth as possible:

· Visiting schools before applying to get as much information as possible – a full list of schools in Cardiff can be found online via www.cardiff.gov.uk/schools
· Submitting applications by the relevant closing dates given below
· Applying for five schools for transfer to secondary school, or three schools for admission to primary school

This year, the school admissions arrangements in Cardiff are slightly different to other local authorities, as it is the first in Wales to pilot a co-ordinated system. This means that some of the faith and foundation secondary schools can be included on the one form. In the past, those applications had to be made separately, direct to the schools.

More information on the application process for the different types of schools (community schools, faith schools and foundation schools) is available online at www.cardiff.gov.uk/schooladmissions

Timeline and tips for making an application October

- Ask for information about schools of interest and go to open days - some schools don't have open days, but you might be able to ring and make an appointment to visit
- Decide on the schools your school preferences and put them in your order of preference
- 2nd October 2017 - the date online applications for secondary schools open in Cardiff (www.cardiff.gov.uk/schooladmissions)

November

· 13th November 2017 - date online applications for primary schools open

December

· 4th December 2017 - closing date for secondary schools applications

January

· 8th January 2018 – closing date for primary schools applications

Some important things bear in mind when applying

- A school place won't be offered if you don't make an application

- Listing the same school more than once doesn't give you a better chance of getting a place there
- A place at your catchment school isn't guaranteed, but it is best to include it in your list of preferences, even if you put it lower down
- Accepting an offer of a place at a lower preference school doesn't jeopardise your chances of getting an offer for your higher preference - you can still accept an offer from your preferred school if a place becomes available at a later date
- A sibling already in a school doesn't guarantee a place there, but make sure you include their details on your application
- Going to the nursery attached to your preferred school doesn't mean an automatic reception class place - a new application needs to be made
- A late application can seriously affect the chances of getting a place, so make a note of the closing dates, here's a reminder:
- Secondary Schools: Monday 4th December 2017
- Primary Schools: Monday 8th January 2018

To find out more about the school admissions process in Cardiff, and to apply online, visit www.cardiff.gov.uk/schooladmissions

Canllaw i wneud cais am le ysgol yng Nghaerdydd
Mae dechrau yn yr ysgol gynradd neu bontio o'r ysgol gynradd i'r ysgol uwchradd yn gyfnod cyffrous i blant a rhieni.

Gall hefyd fod yn gyfnod llawn straen wrth benderfynu ar ba ysgolion i wneud cais ar eu cyfer, a rhieni a phlant wedyn yn gorfod aros i weld a yw eu cais wedi bod yn llwyddiannus ai peidio.

Ond mae rhai pethau allweddol y gellir eu gneud a fydd yn helpu i wneud y broses mor ddidrafferth â phosibl:
· Ymweld ag ysgolion cyn gwneud cais er mwyn cael cymaint o wybodaeth â phosibl – gellir dod o hyd i restr lawn o ysgolion ar-lein yn www.caerdydd.gov.uk/ysgolion
· Cyflwyno ceisiadau erbyn y dyddiadau cau perthnasol a nodir isod
· Gwneud cais am bum ysgol ar gyfer pontio i ysgol uwchradd, neu dair ysgol o ran derbyn i ysgol gynradd

Eleni, mae'r trefniadau derbyn i'r ysgol yng Nghaerdydd ychydig yn wahanol i rai awdurdodau lleol eraill, gan mai dyma'r lle cyntaf yng Nghymru i dreialu system gydlynol. Golyga hyn y gellir cynnwys rhai o'r ysgolion uwchradd sefydledig a ffydd ar yr un ffurflen. Yn y gorffennol, roedd
yn rhaid cyflwyno'r ceisiadau hynny ar wahân, yn uniongyrchol i ysgolion.

Mae rhagor o wybodaeth am y broses ymgeisio ar gyfer y gwahanol fathau o ysgolion (ysgolion cymunedol, ysgolion ffydd ac ysgolion sefydledig) ar gael ar-lein yn www.caerdydd.gov.uk/derbyniysgolion

Amserlen ac awgrymiadau ar gyfer gwneud cais Hydref
· Gofyn am wybodaeth am ysgolion o ddiddordeb a mynychu diwrnodau agored – nid oes

gan rai ysgolion ddiwrnodau agored, ond efallai y gallwch ffonio a gwneud apwyntiad i
ymweld â'r ysgolion dan sylw
· Penderfynu ar eich dewisiadau ysgol a'u nodi yn nhrefn blaenoriaeth
· 2 Hydref 2017 – y dyddiad agor ar gyfer ceisiadau i ysgolion uwchradd yng Nghaerdydd
(www.caerdydd.gov.uk/derbyniysgolion)

Tachwedd

· 13 Tachwedd 2017 – y dyddiad agor ar gyfer ceisiadau i ysgolion cynradd

Rhagfyr

· 4 Rhagfyr 2017 – y dyddiad cai ar gyfer ceisiadau i ysgolion uwchradd

Ionawr

· 8 Ionawr 2018 – y dyddiad cau ar gyfer ceisiadau i ysgolion cynradd

Rhai pethau pwysig i'w cadw mewn cof wrth ymgeisio

· Ni chynigir lle ysgol i chi os nad ydych chi'n gwneud cais
· Nid oes gennych well siawns o gael lle mewn ysgol drwy ei rhestru'r fwy nag unwaith
· Ni warentir lle yn ysgol eich dalgylch, ond mae'n well ei chynnwys ar eich rhestr flaenoriaeth, hyd yn oed os ydych chi'n ei nodi'n is ar y rhestr
· Ni pheryglir eich siawns o gael cynnig lle yn eich prif ddewis drwy dderbyn cynnig am le
mewn ysgol sy'n ddewis is gennych – mae dal modd i chi dderbyn cynnig gan eich dewis
ysgol os daw lle ar gael ar ddyddiad hwyrach
· Nid yw'r ffaith bod brawd neu chwaer eisoes mewn ysgol yn gwarantu lle yno, ond sicrhewch eich bod chi'n cynnwys eu manylion yn eich cais
· Nid yw mynychu'r feithrinfa sy'n gysylltiedig â'ch dewis ysgol yn golygu lle awtomatig
mewn dosbarth derbyn – bydd angen cyflwyno cais newydd
Gall cais hwyr effeithio'n sylweddol ar eich siawns o gael lle, felly nodwch y dyddiadau cau,
dyma nodyn atgoffa:
· Ysgolion Uwchradd: Dydd Llun 4 Rhagfyr 2017
· Ysgolion Cynradd: Dydd Llun 8 Ionawr 2018

I gael gwybod mwy am y broses derbyn i'r ysgol yng Nghaerdydd, ac i wneud cais ar-lein, ewch i www.caerdydd.gov.uk/derbyniysgolion