

**Minutes of a Meeting of the Ceredigion Admissions Forum held at**

**Ystafell Aeron Fach, Felin-fach Campus**

**on Thursday, 17 November 2016.**

**6.30 pm – 6:50pm**

**Present:** Councillor Hag Harris (Chair) and Lodwick Lloyd (School Governor),

**Officers Present:** Matthew Brown (Head of Learning Services), Alun Morgan, (Manager: Data and Information), Cheryl Evans (Administrative Assistant) and Anna Gawthorpe (Democratic Services).

**1 Apologies for Absence**

Councillor Paul Hinge, Barry Rees (Strategic Director for Learning and Partnerships), Jane Wyn (Head Teacher Ysgol Bro Pedr) and Peter Leggett (Head Teacher Ysgol Rhydypennau) apologised for their inability to attend the meeting.

**2 Procedure**

The Chairman welcomed all to the meeting and thanked those present for their attendance, on an evening of particularly poor weather. Introductions were made.

**3 Disclosure of Personal Interest**

There were no disclosures of Personal Interest.

**4 Minutes of the Meeting held on 17 May 2016**

It was **AGREED** to confirm the minutes of the meeting held on 17 May 2016 as a correct record.

**5 Matters arising from the minutes**

There were no matters arising from the minutes.

**6 Information Document for Parents**

It was noted that the document is no longer issued to each pupil before they proceed to secondary school. Furthermore, the document is available on the website, or, is available in hard copy/paper form from the department upon request.

**7 Admissions Policy**

It was noted that the documents contents had not changed, only that the document had been rewritten in a clearer and user friendly method.

Members noted that there may be a further section may be included in the policy regarding Pupil Referral Units (PRUs); however it was highlighted that this has not been finalised and that a detached policy may be required.

It was noted that the document is currently out for consultation with school governors across the county, and that the department will be accepting comments regarding the policy until 1 March 2017. Following the conclusion of the consultation period the policy will be presented to Cabinet for their adoption.

It was **AGREED** to note the information provided.

**8 Admissions Numbers**

It was noted that the school admissions numbers had changed experienced little change from the data in the last meeting, subject to the addition of a few new schools that have recently opened, namely Ysgol Bro Teifi.

It was **AGREED** to note the information provided.

**9 Admissions Appeals**

It was noted that for the 2017/8 academic year the applications of 7 pupils for Ysgol Commins Coch had been rejected. 1 applicant appealed this decision, however the refusal was upheld. It was noted that all applicants are attending schools elsewhere and remain on the waiting list for Ysgol Commins Coch.

It was noted that with regards to in-year applications 2 had been refused (1 for Ysgol Commins Coch and another for Ysgol Plascrug), these were appealed and subsequently accepted.

It was **AGREED** to note the information provided.

**10 Ceredigion Behavioural Support Service**

It was noted that the department is undertaking further changes in relation to the Ceredigion Behavioural Support Service policy. It was recommended to discuss the matter in its entirety at the next forum meeting.

It was **AGREED** to note the information and discuss the matter at the next meeting.

**11 On-line Admissions**

An update was provided in relation to the online admissions system. It was noted that the system is live and that at present approximately 120 applications have been made using the system.

It was noted that the system allows applications to be considered more quickly, and in some cases, reducing the periods children are not in education for.

However it was noted that as parents are not required to contact the head teacher of the school prior to submitting an application, Head teachers lose some control and contact with parents regarding admissions applications.

It was **AGREED** to note the information provided

**12 Any Other Business**

It was noted that the forum distribution list requires updating due to a number of employment changes so as to ensure that current members are informed of meetings.

Forum members should consist of:-

- Councillor Hag Harris (Chairman);
- Councillor Paul Hinge (Vice- Chair);
  
- Barry Rees, Strategic Director of Learning and Partnerships;
- Matthew Brown, Head of Learning Services;
- Church Representative:  
    Jeff Davies
- Head Teachers:  
    Jane Wyn (Ysgol Bro Pedr)  
    Carol Davies
- School Governors Representatives:  
    Lodwick Lloyd

Date of the next meeting: to be confirmed.

**Confirmed in the Meeting of the Forum held on XX, XX, 2017**

**Chairman:** \_\_\_\_\_

**Date:** \_\_\_\_\_