

RHONDDA CYNON TAF SCHOOL ADMISSIONS FORUM

Minutes of the meeting of the School Admissions Forum held via Teams on Tuesday 27 January 2026

Present: -

Claire Christy	Admissions Officer, RCT (Chairperson)
Catrin Edwards	Head of Service Transformation and Data Systems
Michael Faulds	Exclusion Prevention & Interventions Teacher RCT
Matthew Love	Deputy Headteacher St Johns CIW High School
Kayleigh Oliver	Deputy Headteacher Ysgol Bro Taf
Jemma Bridges	School Admissions, Caerphilly Council
Laura Hughes	In Year Transfer Co-ordinator, RCT
Elaine Howells	Attendance & Wellbeing Team Leader
Clare Werrett	Diocesan Director of Education, CIW
Vanessa McCarthy	Local Community Governor Representative

Apologies: -

Those absent from the meeting with apologies were as follows: -

Petra Davies
Peter Knight
Clare Jones
Daniel Williams – Elaine Howells attending in his absence
Rebecca Crumbie
James Michalski

As MF needed to leave the meeting by 10 a.m. it was agreed to cover the Fair Access Panel update as the first item.

1. Fair Access Panel

- 1.1 MF provided the panel with an update regarding the children that have recently been considered at the Fair Access Panel.
- 1.2 MF provided an overview of the Autumn term data and Permanent exclusions for 2025/2026.
- 1.3 MF informed members that there had been no Permanent Exclusions in September due to the time of year and down to the PDC timescales etc., 2 in October 2 in November and 4 in December due to the timeline.

	Permanent Exclusions
September	0
October	2
November	2
December	4

- 1.5 MF informed members that there have been 9 Managed moves in September of which 5 returned to their home schools and 4 were successful, 7 in October with one still ongoing, 3 returned to their home school, 1 went EHE and 2 were successful. In November there were 10 managed moves. 4 are ongoing because of timelines, 3 have returned to home schools and 3 were successful. There were 3 in December of which 3 are ongoing from the December Fair access panel.

Managed Moves	Returned to home school	Successful	EHE	On going	Total
September	5	4			9
October	3	2	1	1	7
November	3	3		4	10
December				3	3

- 1.6 MF provided an update on the In year transfers and explained that 9 went to FAP in September, 11 in October, 9 in November and 7 in December.
- 1.7 MF was thanked for update which was very informative and interesting.

2. Minutes

Noted

- 2.1.1 The minutes of the Admissions Forum Meeting held on 17th June were accepted as an accurate record.

3. Matters Arising

- 3.1 Item 2.3 CC informed that requests are now being received from parents wishing for their children to attend the new special school in Clydach.
- 3.2 Item 2.5 The removal of sixth form provision from Mountain Ash Comprehensive School from September 2025 was agreed by Welsh Government.
- 3.3 Item 4.1.5 Additional questions will now be added to faith applications, and faith schools can request their own form to be completed if required.

4. Election of Chairperson and Vice Chairperson

- 4.1. It was agreed for CC to remain as Chairperson.
- 4.2 It was agreed for PD to also remain as Vice Chairperson.

5. Consultation on RCT's Admissions Policy 2027/28

Noted

- 5.1 CC highlighted all the changes.
- 5.2 Point 3.3.7 to change from the new primary school in the Glyncoch area to Ysgol Gynradd Glyn-Coch.
- 5.3 Point 3.3.8 to change from the Additional Learning Needs School in Clydach Vale to Ysgol Cambrian.
- 5.4 CC was made aware of a typing error that point 6.2.the word Council is missing the letter 'u'.

6. Update on Online Admissions

Noted

- 6.1 To date 1648 Nursery applications have been received, of which, 1396 were made online and 252 were paper applications
- 6.2 2094 Reception applications have been received, 2022 online and 72 paper applications.
- 6.3 2323 Secondary applications have been received, 2261 online and 962 paper applications.

	Online	Paper	Total
Nursery	1396	252	1648
Reception	2022	72	2094
Secondary	2261	962	3223
Total	5679	1286	6965

- 6.4 Pre-nursery for April 2026 closes on 7th February 2026 and is the only transfer group currently open.
- 6.5 CC informed the forum that Nursery, Reception and Secondary closed last year and we are still chasing outstanding forms.
- 6.6 JB confirmed that Caerphilly experiences the same problem.
- 6.7 JB asked how RCT deal with late applications and CC confirmed that late applications are completed by parents electronically and are then inputted manually onto the system. Parents are then informed of the outcome via a letter and not via the online system. JB stated that they do not have any paper forms and their online forms are available all year round for parents make late applications.
- 6.8 JB explained that Caerphilly do not have the facilities to do bulk printing of letters.
- 6.9 KO also informed the forum that the school had also moved away from paper and doing everything online which was a challenge initially. However, with the infrastructure to upskill parents and support provided where needed, it can work fine.
- 6.10 JB confirmed that Caerphilly currently use Synergy for admissions but will be moving over to CACI.

7. In Year Transfer Update

Noted

- 7.1 For primary from September 2025 to December 2025 there have been 482 In Year Transfers received. Of which 115 were house moves into RCT and 112 house moves within RCT. 11 were from moves back from Elective Home Education.
- 7.2 There were 256 In Year Transfer requests received during this period for Secondary school places. Of which 70 were moves into RCT and 31 moves within RCT.
- 7.5 43 were for children previously Elective Home Educated (EHE) wishing to move back into mainstream education, 3 Permanent exclusion and 50 specialist placements.
- 76 CE informed the forum that a report is being taken to scrutiny panel tomorrow evening on EHE. The papers are published and available to view online. In the report, it states that we currently have 636 children EHE.
- 7.6 CC informed members that from 1st January 2026 to 26th January 2026 that there have been 112 In Year Transfers received for Primary and 46 for Secondary. Of which, 9 were for Year 7 places, 9 for Year 8 places, 10 for Year 9 places, 13 for Year 10 places and 5 for Year 11 places.

8. Appeals Update

- 8.1 CC informed members that appeal panel members are being re-trained and there is an all-day training session that will take place on 13th February as we legally have to ensure we provide refresher training every three years where possible.
- 8.2 We have recruited new panel members due to experience members retiring or have already retired. They will also be attending the refresher training.
- 8.3 Once again, we are fortunate to only be oversubscribed at Y Pant Comprehensive School this year.
- 8.2 We anticipate a small number of appeals to be received.

9. Any Other Business

Noted

- 9.1 The next Forum Meeting will be held on Tuesday 2nd June 2026 at 9.30 a.m.
- 9.2 CC thanked everyone for their attendance and closed the meeting.