**RHONDDA CYNON TAF SCHOOL ADMISSIONS FORUM**

**Minutes of the meeting of the School Admissions Forum held at**

**Ty Trevithick on 31st January 2023**

**Present: -**

Claire Christy Admissions Officer, RCT (Chairperson)

Catrin Edwards Head of Service Transformation and Data Systems

Claire Jones Headteacher, Heol Y Celyn Primary school

Andrew Brazier Exclusion Prevention & Interventions Teacher RCT

Daniel Williams Head of Attendance & Wellbeing

Anne Robertson Diocesan Director of Education, RC

Rebecca Crumbie

Emma Strathdee School Admissions, Caerphilly Council

Kayleigh Oliver Deputy Headteacher, Pontypridd High School

Angie Williams-Roberts In Year Transfer Co-ordinator, RCT

**Apologies: -**

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

Helen Cook

Jeff Fish

Rebecca Morteo

Helen Griffiths

Those absent from the meeting without apologies were as follows: -

Kayleigh Oliver

**1. Minutes**

**Noted**

* + 1. The minutes of the Admissions Forum Meeting held on 21st June 2022 were accepted as an accurate record.

**2. Matters Arising**

2.1 There were no matters arising.

**3. Election of Chairperson and Vice Chairperson**

3.1. It was agreed that Mrs Claire Christy remain as the Chairperson.

* + 1. It was agreed that Mrs Helen Cook remain as the Vice Chairperson.

**4. Consultation on RCT’s Admissions Policy 2024/25**

**Noted**

* + 1. CC also highlighted a further small change to Page 8, 3.3.13 should read Ysgol Gynradd Gymraeg Awel Taf and not the new Awel Taf Primary School.
    2. Members were reminded that all the new school names contained within the Admissions Policy are draft as they need to be approved by Cabinet and therefore may change.
    3. 3.3.14 to change from All of Heol Y Celyn catchment area to all of Heol Y Celyn’s English catchment area.
    4. CE and CC confirmed that they are happy to visit the school to speak with parents of Heol Y Celyn children regarding the admissions process for the new school. CJ felt this would be very helpful for the parents and it would be good to meet them during the start of the Summer term. The HT will arrange a date for CE and CC to attend.
    5. The admission Numbers for the Secondary Schools should read September 2024 and not September 2023.
    6. The Admissions Number for Cardinal Newman RC School should be 220 and not 172.
    7. The Admission numbers for the new school buildings for Pontyclun, Penygawsi and Llanilltud Faerdref Primary Schools will change to 68 for Pontyclun and an overall capacity of 480 plus 60 for Nursery, 34 for Llanilltud Faerdref with an overall capacity of 240 plus 30 Nursery places and Penygawsi Primary to 44 with an overall capacity of 310.

**5**. **Update on Online Admissions**

**Noted**

5.1 Late applications for all transfer groups continue to be received.

5.2 To date 1929 Nursery applications have been received, of which, 1787 were made online and 142 were paper applications

5.3 2206 Reception applications have been received, 2056 online and 150 paper applications.

5.4 2404 Secondary applications have been received, 2248 online and 156 paper applications.

5.5 76 Infant to Junior applications have been received, 72 online and 4 paper applications.

5.6 1068 online applications were received in total for Pre-nursery for January 2023, of which 954 were online applications and 114 were paper applications.

5.7 Online applications for Pre-nursery for April closes on 10th February 2023. To date, they have been 310 applications received in total, of which, 300 were made online and 10 paper copies.

5.8 ES explained that Caerphilly Council have a 100 % uptake of applications made online. They utilise a text messaging and e-mailing service to text all parents QR Codes to take them direct to the link to apply.

**6**. **In Year Transfer Update**

**Noted**

6.1 To date a total of 68 In Year Transfers have been received for Ukrainian children to attend a school within RCT.

6.2 Since January 2023 to 30th January 2023, there have been 166 Primary school transfers received. 111 of these were moves into RCT.

6.3 Since January 2023 to 30th January 2023, there have been 48 Secondary school transfers received. 30 of these were moves into RCT.

6.4 AWR informed the members that she is receiving several IYT for Year 11 pupils that are moving into RCT with no English, which is extremely difficult for schools. 3 Year 11 transfers were received last week. ES confirmed that this has not been an issue for Caerphilly Council.

6.5 CE questioned for the pupils to possibly be placed back a year and AWR explained that Hawthorn High School were looking at a request from one of the parents.

**7. Appeals Update**

7.1 CC informed members that 3 appeals have been heard to date for the 2022/23 Academic Year. All three were for Y Pant. One Year 7, One Year 8 and One Year 9 appeal. All of whom live in the catchment for Y Pant.

7.2 CC updated members that admissions will be refusing 29 children secondary school places at Tonyrefail Community School for September 2023, all living out of the catchment area for the school.

7.3 14 children will also be refused secondary school places for September 2023 at Y Pant all living out of the catchment area for the school.

7.4 ES explained that Caerphilly Council are struggling with a shortage of appeal panel members.

**8**. **Fair Access Panel**

9.1 AB and AWR both provided the panel with an update regarding the children that have recently be considered at the Fair Access Panel.

9.2 AB explained that the majority of applications are regarding attendance and not behaviour.

9.3 There have been 16 Permanent exclusions last year and this number will probably double this year.

9.4 AWR explained that the FAPP meetings are transparent, as they have face to face meetings and all senior members of staff that attend are all accountable. It is now harder for secondary schools to make excuses to refuse to take any of the pupils.

**9**. **Any Other Business**

**Noted**

9.1 Members were informed of the update following the Admissions ADEW Meeting, in which WG confirmed they will be consulting on the School Admissions Code to change regulations to allow for virtual appeals to continue. WG confirmed there would be 8 weeks of consultation. The School Admissions Code consultation to then hopefully start after this consultation is complete.

9.2 CE asked CC to check if KO wishes to remain on the Admissions Forum.

9.3 Jason Toghill is also unable to continue on the Forum. CC to contact Dr Sue Mitchell at St Johns for a replacement.

9.4 AR suggested reviewing the Membership at the next meeting. Therefore, CC will include the current membership on the next Agenda for consideration.

9.5 The next Forum Meeting will be held on Tuesday 20th June 2023.