



BWRDD ADDYSG, SGILIAU A LLES Y CABINET

*Yn syth Yn dilyn y Pwyllgor Craffu ar
DYDD IAU, 16 MAWRTH 2023, DYDD IAU, 16 MAWRTH 2023*

**CYFARFOD AML-LEOLIAD - SIAMBR Y CYNGOR PORT, TALBOT A
MICROSOFT TEAMS**

Gweddarleddu/Cyfarfodydd Hybrid:

Gellir ffilmio'r cyfarfod hwn i'w ddarlledu'n fyw neu'n ddiweddarach drwy wefan y cyngor. Drwy gymryd rhan, rydych yn cytuno i gael eich ffilmio ac i'r delweddau a'r recordiadau sain hynny gael eu defnyddio at ddibenion gweddarleddu a/neu hyfforddiant o bosib.

1. Penodi Cadeirydd
2. Cyhoeddiad y Cadeirydd
3. Datganiadau o fuddiannau
4. Cofnodion y Cyfarfod Blaenorol (*Tudalennau 3 - 8*)
5. Blaenraglen Waith 2022/23 (*Tudalennau 9 - 10*)
6. Amser Cwestiynau Cyhoeddus
Mae'n rhaid cyflwyno cwestiynau'n ysgrifenedig i'r Gwasanaethau Democrataidd, democratic.services@npt.gov.uk heb fod yn hwyrach na chanol dydd ar y diwrnod gwaith cyn y cyfarfod. Mae'n rhaid i'r cwestiynau ymwneud ag eitemau ar yr agenda. Ymdrinnir â chwestiynau o fewn cyfnod o 10 munud.

Ar gyfer penderfyniad

7. Derbyniadau i Ysgolion (Canlyniadau Ymgynghori) (*Tudalennau 11 - 38*)

Ar gyfer Monitro

8. Perfformiad Chwarter 3 (*Tudalennau 39 - 54*)

Er gwybodaeth

9. Diweddariad ar Brydau Ysgol Am Ddim (*Tudalennau 55 - 64*)
10. Dysgu Proffesiynol (*Tudalennau 65 - 70*)
11. Eitemau brys
Unrhyw eitemau brys (boed yn gyhoeddus neu wedi'u heithrio) yn ol disgresiwn y Cadeirydd yn unol ag Adran 100B (4) (b) o Ddeddf Llywodraeth Leol 1972
12. Mynediad i Gyfarfodydd - Gwahardd y Cyhoedd
Yn unol â Rheoliad 4 (3) a (5) Offeryn Statudol 2001 Rhif 2290, gellir gwahardd y cyhoedd ar gyfer yr eitem fusnes ganlynol a oedd yn debygol o gynnwys datgelu gwybodaeth eithriedig fel a ddiffinnir ym Mharagraff 14 Rhan 4 Atodlen 12A o Ddeddf Llywodraeth Leol 1972
13. Eisteddfod Genedlaethol yr Urdd 2025 (*Tudalennau 71 - 90*)
14. Trefniadau arweinyddiaeth - Celtic Leisure - Adroddiad preifat (*Tudalennau 91 - 110*)

K.Jones
Prif Weithredwr

**Canolfan Ddinesig,
Port Talbot**

Dydd Gwener, 10 Mawrth 2023

Aelodau'r Cabinet:

Cynghowyr: J.Hurley a/ac N.Jenkins

Nodiadau:

- (1) Os nad yw unrhyw aelod o Fwrdd y Cabinet yn gallu bad yn bresennol, gall unrhyw aelod arall o'r Cabinet gyflenwi fel aelod etholiadol ar y pwyllgor. Gofynnir i'r aelodau wneud y trefniadau hyn yn uniongyrchol ac yna I hysbysu is adran y pwyllgor..*
- (2) Ystyrir barn y Pwyllgor Craffu blaenorol wrth wneud penderfyniadau (proses craffu cyn penderfynu)*

Mae'r dudalen hon yn fwriadol wag

EXECUTIVE DECISION RECORD

25 JANUARY 2023

EDUCATION, SKILLS & WELLBEING CABINET BOARD

Cabinet Members:

Councillors: N.Jenkins (Chairperson), J. Hurley

Officers in Attendance:

A.Thomas, I.Guy, H.Lervy, A.Spooner-Cleverly, Z.Ashton, E.Dennis, K.Jones, M.Daley, L.Clement-Jones, S.Griffiths,P.Walker, S.McCluskie, A.Thomas.

1. **APPOINTMENT OF CHAIRPERSON**

It was agreed that Cllr. Nia Jenkins be Chairperson of the meeting.

2. **CHAIRPERSONS ANNOUNCEMENT/S**

The Chair welcomed everyone to the meeting.

3. **DECLARATIONS OF INTEREST**

No declarations of interest were received.

4. **MINUTES OF PREVIOUS MEETING**

The minutes of the previous meeting, held on the 8th December 2022, were approved as an accurate record.

5. **FORWARD WORK PROGRAMME 2022/23**

That the Education, Skills and Wellbeing Cabinet Board, Forward Work Programme 2022/23 be noted.

6. **PUBLIC QUESTION TIME**

There were no questions received from the public.

7. **PARTICIPATION AND ENGAGEMENT STRATEGY**

Decision:

That having due regard to Appendix 1 and 2 of the circulated report;

1. Following consultation, the Participation and Engagement Strategy be approved to formally adopt the Strategy with a clear framework for Participation and Engagement with children and young people.
2. A young person friendly and easy read version of the Strategy be designed and accessible to all.

Reason for Decision:

To further strengthen participation and engagement with children and young people on issues and decisions that affect them.

Implementation of Decision:

The decision will be implemented after the three-day call in period, which ended, 9.00am Sunday 29th January 2023.

8. **THE AGREED SYLLABUS FOR RELIGION, VALUES AND ETHICS (RVE) IN NEATH PORT TALBOT SCHOOLS**

Decision:

That having due regard to Appendix 1 and the Integrated Impact Assessment of the circulated report;

1. The Agreed Syllabus for Religion, Values and Ethics (RVE) in all Neath Port Talbot Schools be approved.
2. That copies of the Agreed Syllabus be published on the Local Authorities website.
3. That copies of the Agreed Syllabus be forwarded to Welsh Government and the Wales Association of Standard Advisor Councils on Religious Education (WASACRE).

Reason for Decision:

To develop, by law, an agreed syllabus in line with the Curriculum for Wales for all schools maintained by the Local Authority.

Implementation of Decision:

The decision will be implemented after the three-day call in period, which ended, 9.00am Sunday 29th January 2023.

9. **SCHOOL IMPROVEMENT TEAM - SUPPORT VISITS**

Decision:

That the report be noted for monitoring.

10. **EMPLOYABILITY AND SKILLS UPDATE**

Decision:

That the report be noted for information.

11. **MARGAM CASTLE CADW GRANT FUNDING**

Decision:

That the report be noted for information with the benefits of the Grant Funding outlined.

12. **LEISURE SERVICES UPDATE REPORT**

Decision:

That the report be noted for information.

13. **URGENT ITEMS**

One urgent had been received and was published as an auxiliary item to the circulated Cabinet Agenda pack.

14. **EXPANSION OF FLYING START CHILDCARE - PHASE 2**

Decision:

That having due regard to the Integrated Impact Assessment and Appendix 1 of the circulated report,

1. Expansion of Flying Start Childcare, Phase 2a and 2b be approved for Lower Super Output Area Coverage as identified within the circulated report.

Reason for Decision:

To ensure the Council, commences its offer of funded childcare through the expansion of early year's provision from April 2023.

Implementation of Decision:

The decision is for immediate implementation, as agreed with the Chairperson of the Education, Skills and Wellbeing Scrutiny Committee.

CHAIRPERSON

EXECUTIVE DECISION RECORD

8 FEBRUARY 2023

EDUCATION, SKILLS & WELLBEING CABINET BOARD

Cabinet Members:

Councillors: J. Hurley (Chair) and N. Jenkins

Officers in Attendance:

I. Guy, K. Gilbert, S. McCluskie and T. Rees.

1. **APPOINTMENT OF CHAIRPERSON**

It was agreed Cllr. J Hurley be Chairperson of the meeting.

2. **CHAIRPERSONS ANNOUNCEMENT/S**

The Chair welcomed everyone to the meeting.

3. **DECLARATIONS OF INTEREST**

No declaration of interest received.

4. **PUBLIC QUESTION TIME**

No questions from the public were received.

5. **APPOINTMENT OF SCHOOL GOVERNORS**

Decision:

To appoint LA Governor Representatives to the new permanent governing body of Ysgol Gynradd Gymraeg Tregeles.

Ysgol Gynradd Gymraeg Tregeles:

Appointment of Cllr J. Henton as of 1st March 2023

Appointment of Cllr. A. Lodwig as of 1st March 2023.

Reason for Decision:

To enable the Authority to contribute to effective school governing bodies.

Implementation of Decision:

The decision will be implemented after the three-day call-in period, which ended, 9.00am Sunday 12th February 2023.

6. **URGENT ITEMS**

There were none.

CHAIRPERSON

Education Skills and Wellbeing Cabinet Board

Immediately following Scrutiny Committee starting at 2pm

Meeting Date	Agenda Item and Type	CDG/CMB
Tudalen11	School Terms and Holiday Dates (Out of Consultation/Permission to consult) – FOR DECISION	CDG/CMB NO
	Elective Home Education FOR INFORMATION	CDG/CMB?
	Equality and Safe Place to Learn FOR INFORMATION	CDG/CMB?
	Culture Strategy – Update (Includes Leisure Services) – FOR INFORMATION	CDG/CMB
	Period Dignity Report – FOR INFORMATION	CDG CMB No
	NEET Update	CDG/CMB - No

Meeting Date	Agenda Item and TYPE	CDG/CMB
25 th May Tudalen12	Tourism Strategy Update	CDG – 26/5/23 CMB - 3/5/23
	School Terms and Holiday Dates (Back from Consultation) – FOR DECISION	No
	Seren Programme – FOR INFORMATION	No
	Welsh 2 nd Language Support – FOR INFORMATION	No
	School Capacities Report – FOR DECISION	CDG No CMB No
	Culture Strategy – FOR DECISION	CDG 12 th April CMB 3 rd May
	Transport Personnel Allowance – FOR DECISION	CDG/CMB -?

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Cabinet

2nd March 2023

Report of the Head of Education Development
Chris Millis

MATTER FOR DECISION

WARDS AFFECTED – ALL WARDS

ADMISSION TO COMMUNITY SCHOOLS: 2024/2025

Purpose of Report

1. To obtain Cabinet determination of the admission arrangements for community schools in relation to the 2024/2025 academic year.

Executive Summary

2. The Council is the admission authority for community schools in its area (the relevant area) and is required to determine by 15th April 2023 its admission arrangements in relation to the 2024/2025 academic year.
3. Proposed admission arrangements that detail the procedures to be followed when allocating school places have been consulted upon. These arrangements are the same as the previous year.
4. Consultation took place between 1st November 2022 and 30th December 2022. Consultees included head teachers & governing bodies of community and voluntary aided schools, neighbouring local authorities.
5. It is the officer recommendation that Members determine the proposed admission arrangements attached to this report.
6. These arrangements conform to the legislative requirements and the good practice guidelines set out in the Welsh Government's School Admissions Code, 2013.

Tudalen13

Background

7. The Council, as local authority for the relevant area, is responsible for determining the admission arrangements for community schools¹ and has a duty to consult annually on those arrangements.
8. In drawing up admission arrangements, the Council must ensure that the practices and the criteria used to decide on the allocation of school places:
 - are clear in the sense of being free from doubt and easily understood
 - are objective and based on demonstrable fact
 - are procedurally fair and are also equitable for all groups of children
 - provide parents or carers with easy access to helpful admission information
 - comply with all relevant legislation and have been determined in accordance with the statutory requirements and the provisions of this Code
9. At its meeting of 27th October 2022, Cabinet approved consultation on proposed admission arrangements for community schools.

Proposed admission arrangements for determination

10. The proposed admission arrangements for Member determination are attached as Appendix A. These arrangements are the same as the previous year.
11. They include oversubscription criteria specific to secondary school admissions that support the principle of partner² schools. This reflects the need to ensure the admission arrangements give suitable priority to partner schools at secondary school transfer. This is the same as the previous year.

¹ The Education (Determination of Admission Arrangements) (Wales) Regulations 2006

² For the purpose of admission to community schools the term:

- ‘partner’ school is defined as a school that has a catchment area in common with another school of the same category, e.g. an English-medium community primary with an English-medium community secondary or a Welsh-medium community primary with a Welsh-medium community secondary.
- catchment area is defined as the geographical area served by a school, as determined by the Council.

12. These have been the subject of consultation. No responses were received.
13. If approved, the arrangements will be effective in relation to admission to community schools for the 2024/2025 academic year.

Consultation

14. The Council, as local authority is required to consult each year on the admission arrangements for those schools which it is the admission authority.
15. Neath Port Talbot County Borough Council is the admission authority for community schools. Admission to voluntary aided (i.e. Faith) schools is the responsibility of the respective governing bodies.
16. The requirements of consultation are set out in the Welsh Government's School Admissions Code³.
17. In the case of this Council, consultation is required with:
 - the governing bodies of community schools
 - the governing bodies of voluntary aided (i.e. Faith) schools
 - all neighbouring local authorities.
18. In relation to the 2024/2025 academic year, those consultations are required to be undertaken no sooner than 1st September 2022 and completed by 1st March 2023.
19. Once consultation has been completed the Council must determine by 15th April 2023 its admission arrangements, either in their original form or with such modifications as seen fit.
20. Consultation took place between 1st November 2022 and 30th December 2022. Consultees included head teachers & governing bodies of community and voluntary aided schools within the County Borough (the relevant area) and neighbouring local authorities.
21. No comments were received.

³ School admissions code: Statutory Code document No. 005/2013

Financial Impact

22. There is no financial impact directly associated with this proposal. The admission arrangements support the efficient and effective delivery of education across the County Borough.
23. Administration of the admission process is within the Council's staffing cost envelope and is a statutory function that falls to the Council.

Integrated Impact Assessment

24. A Screening Assessment has been undertaken to assist the Council in discharging its Public Sector Equality Duty under the Equality Act 2010. After completing the assessment it has been determined that this Policy does not require an Integrated Impact Assessment. This policy is the same as in previous years.

Workforce Impact

25. As a statutory function of the Council, the admission process is administered centrally. The current staffing complement associated with this function will be maintained and there will be no change to the staffing arrangements consequent upon the implementation of the proposal.

Legal Impacts

26. The Council, as an admission authority, has a statutory duty to act in accordance with the requirements of the Welsh Government's School Admissions Code, 2013.
27. In relation to the specific purpose of this report, there is a legal requirement that school admission arrangements must be determined by 15th April 2023.

Risk Management

28. There are requirements placed on the Council, as an admission authority, intended to ensure the admission system works for the benefit of both schools and pupils. Admission authorities are required to consult on and determine their admission arrangements, and to offer places within timeframes and deadlines specified by legislation.

- 29 The proposed admission arrangements recommended for determination in this report conform to the legislative requirements and the good practice guidelines set out in the Welsh Government's School Admissions Code, 2013.

Recommendations

- 30 It is recommended that, in line with School Admissions Code, 2013 and The Education (Determination of Admission Arrangements) (Wales) Regulations 2006, Members determine the admission arrangements for community schools in relation to the 2024/2025 academic year, as attached to this report.

Reasons for the Proposed Decision

- 31 To enable the Council to meet statutory duties and good practice guidelines in respect of the admission of pupils to community schools.

Implementation of Decision

- 32 The decision is proposed for implementation after the three day call in period.

Appendix

Appendix A: Proposed admission to community schools in Neath Port Talbot County Borough, 2024/2025

List of Background Papers

- a. Welsh Government: School Admissions Code (No. 005/2013).
- b. Welsh Government: Measuring the capacity of schools in Wales
- c. Education (Determination of Admission Arrangements) (Wales) Regulations 2006
- d. Education (Relevant Areas for Consultation on Admission Arrangements) Regulations 1999
- e. School Admissions (Common Offer Date) (Wales) regulations 2013
- f. The Education Act 2002 (Commencement No.8) (Wales) Order 2006

Officer Contact

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Mae'r dudalen hon yn fwriadol wag



Admission to Community Schools 2024/2025

1. Introduction

The Council is the admission authority for all community maintained schools in the County Borough. As admission authority, the Council determines the criteria that will be applied when allocating places at community schools. This document sets out the admission arrangements that will apply during 2024/2025 for: nursery classes based at community primary schools; community primary schools; community secondary schools; and the Welsh medium sixth form at a community secondary school.

For voluntary aided (i.e. Faith) schools, it is each school's governing body that determines the admission arrangements, details of which can be obtained from the respective governing body.

This policy document sets out the principles underpinning the admission arrangements for community schools together with the procedures and the timetables for admission during the 2024/2025 school year (appendices 1, 2, 3 & 4). Further details to assist parents in applying for a school place choosing a school for their child will be set out in the 'Information for Parents Handbook 2024/2025' which will be available to parents in October 2023, prior to the application date. The handbook will contain important information about schools in the County Borough including their admission numbers, the catchment areas they serve together and their partner school arrangements. The handbook also contains the published admission arrangements for individual voluntary aided (i.e. Faith) schools. In this respect, the 'Information for Parents Handbook 2024/2025' forms an integral part of the information available to parents on school admission.

2. Context

Neath Port Talbot County Borough Council aspires to deliver an inclusive education service that celebrates diversity and respects everyone's right to education. The Council provides access to high quality learning experiences for every child and young person by encouraging and supporting individuals to realise

their ambitions, achieve their potential and become active and responsible members of society.

To meet the educational needs of children, the County Borough Council delivers a range of provision, including:

- **part-time nursery education, available** in all primary and 'all-through' 3-16/3-18 schools. Successful learning begins in the nursery where children have access to rich experiences in a secure environment;
- **primary phase education** at primary and 'all-through' 3-16/3-18 schools (including Welsh medium and voluntary aided schools), providing a broad education based on practical experiences designed to meet individual needs, including national curriculum areas of study.
- **secondary phase education** at secondary and 'all-through' 3-16/3-18 schools, (including Welsh medium and a Roman Catholic school), setting high standards in examinations, sport and cultural activities, and personal and social education. Pupils in all schools have access to a wide range of curricular opportunities and the national curriculum;
- **special schools**, providing rich and stimulating learning experiences for pupils with severe and complex difficulties. All pupils attending these schools have a statement of special educational needs. Specialist support for primary and secondary age pupils with emotional and behavioural difficulties is available within the County Borough.
- **learning support centres**, based at a number of primary, secondary and 'all-through' schools, provide specialist support in mainstream schools for pupils with statements of special educational needs.

The Council's admission arrangements for community schools ensure that admission procedures do not unfairly advantage or disadvantage any groups through the application of the Welsh Government School Admissions Code 005/2013.

3. Admission to nursery classes at community primary and 'all-through' 3-16/3-18 schools

The Council is the admission authority for all nursery classes in community primary and 'all-through' 3-16/3-18 schools.

Children can access a part-time nursery place from the start of the term following their third birthday. Parents/carers who require a place in a nursery class will be required to submit an admission application. Application forms are available from (and, when completed, to be returned to) the Admissions Officer, School and Family Support Team, Port Talbot Civic Centre, Port Talbot SA13 1PJ. Parents/carers can apply for a place at the catchment school or express a preference for a placement at an alternative school.

Admission to a nursery class prior to the start of the term following the child's third birthday can only be agreed in consultation with the Admissions Officer. The number of nursery places available may differ to the admission number of full-time year groups within a school (Reception).

Children who are in receipt of a statement of special educational needs/ LA Maintained IDP which identifies mainstream nursery education within a community school will be guaranteed a place at that setting. Schools have a duty to admit children with a Statement of Special Educational Needs/IDP who have been placed in a school by the LA and these pupils are counted towards the number of pupils to be admitted unless their placement is within a school based Learning Support Centre.

The Council will consider each individual application received. If the number of applications exceeds the number of places available, places will be allocated according to the oversubscription criteria below, listed in priority order.

– ***Oversubscription Criteria***

- a) Children looked after¹ or previously looked after by a local authority in Wales, as defined in section 74 of the Social Services and Well-being (Wales) Act 2014 or England as defined in Section 22 of the Children Act 1989.
- b) Children who live within the catchment area of the nursery class for which an application is made.
- c) Children who have an older sibling who will be on the register at the school at which the nursery class is based when they are admitted. A "sibling" is defined as a full sibling, a half sibling (i.e. one shared parent), a step sibling (i.e. the child of a person co-habiting with a parent), a fostered sibling or an adopted sibling. In each case, at the time of the application the sibling must reside at the same address as the child or young person. Any sibling connection must be clearly stated in the application. In the case of multiple births, if it is not possible to offer all children a place in the nursery class, the parents will be asked to decide which child should be offered a place first or the parents may wish to consider an alternative setting for all children.

If children are equally entitled to a place in the nursery in categories a) to c) above, priority will be given to the child living nearest. This is measured by the shortest walking/travel route between the home and the school. The Council uses

¹ A looked after child refers to a child who is looked after by the local authority, in accordance with section 74 of the Social Services and Well-being (Wales) Act 2014 or under Section 22(1) of the Children Act 1989 at the time an application to a school is made and who the local authority has confirmed will still be looked after at the time of admission to the school. Previously looked after children: looked after children who cease to be so because they were adopted or become subject to a residence order, or special guardianship order immediately following having been looked after.

a Geographical Information System to calculate the shortest distance.

In all cases evidence of permanent residence of the pupil at time of application must be supplied.

Once an offer of a school place has been made the Council will only withdraw that offer where the place offered has been on the basis of a fraudulent or intentionally misleading application from a parent (for example, a false claim to residence in a catchment area) which effectively denied a place to a child with a stronger claim. A school place will not be withdrawn once a child or young person has started at the school, except where that place was fraudulently obtained. In deciding whether to withdraw the place, the length of time that the child had been at the school will be taken into account. Where a place is withdrawn on the basis of misleading information, the application will be considered afresh, and a right of appeal offered if a place is refused.

The home address is considered to be the child's along with their parents' principal place of residence on the published date, i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than fostering arrangements) the friends or relatives address will not be considered in relation to application for admission to schools in Neath Port Talbot.

Where parents have shared responsibility for a child and the child lives with each parent for part of the school week then the home address will be determined as the address where the child lives for the majority of the school week, e.g. 3 out of 5 days. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

No account will be taken of the particular primary school the child is likely to attend subsequently or to the length of time the school has been aware of the parental intention to apply for a place at the school.

Only applications received by the published closing date for receipt of application forms will be processed in the initial round of allocation of places. Application forms received after the closing date will be considered as late applications. These will be considered on a weekly basis once the initial allocation is complete and places will be allocated in accordance with availability.

As nursery education is non-statutory provision parents have no statutory right of appeal. If they are unsuccessful in gaining a nursery place, wherever possible, children will be offered a place within two miles of the child's place of residence.

Attendance at a nursery class does not automatically entitle a child to a place at a reception class in the same school. A separate application will have to be submitted for admission to the reception class at the school the

parent wishes their child to attend.

Although a separate policy provision, the Council recognises the inter-relationship between admission and home to school transport and advises parents to refer to the Council's Home to School Travel policy when applying for a place at a school for their child. The policy is available at www.npt.gov.uk

4. Admission to community primary, secondary and 'all-through' schools

The County Borough Council is the admission authority for all community maintained primary, secondary and 'all-through' schools, (including Welsh-medium schools and sixth form provision).

All admissions to mainstream schools are approved by the Admissions Officer, School and Family Support Team. Children are admitted to reception classes in the September following their fourth birthday. The Local Authority is obliged to ensure that any offer of a school place is held for parents who wish for their child's admission into Reception to be deferred until later in the academic year. A parent, however, is not able to defer entry beyond the term following the child's fifth birthday, nor beyond the school year for which the original application was accepted. Children transfer to secondary phase education in the September following their eleventh birthday.

Application forms are available from the School Admissions Section, Neath Port Talbot County Borough Council which the parent should complete and return to the Admissions Officer, School and Family Support Team, Port Talbot Civic Centre, Port Talbot SA13 1PJ or parents can apply online at www.npt.gov.uk. Requests for a place will be granted unless to do so would prejudice the provision of efficient education or the efficient use of resources.

Those parents who apply on time for a place at any school will be given priority over those who apply late.

The closing date for applications is 24th November 2023.

Parents of pupils due to transfer from one educational phase to another at the end of the academic year will be sent an admission application letter by the Council during the Autumn Term. Parents will be advised of their child's allocated secondary phase education place on 1st March 2024 and primary phase education place on 16th April 2024.

Attendance at a nursery class does not automatically entitle a child to a reception class place in the same school.

Children who are in receipt of a statement of special educational needs/ LA

Maintained IDP which identifies mainstream education within a community school will be guaranteed a place at that school.

Oversubscription criteria primary phase education

Parents have the right to express a preference which will be considered individually and complied with wherever possible. Some schools have more requests for places than there are places available. Where a school is oversubscribed preferences will still be considered but the priorities set by the Council will be applied. In deciding which children to admit to a school the Council applies the criteria set out below in the order of priority shown - a) being the highest priority.

The Council will only admit up to a school's admission number and will not breach the Infant Class Size Regulations of 30 or less, save exceptional circumstances.

- a) Children looked after or previously looked after by a local authority in Wales, section as defined in 74 of the Social Services and Well-being (Wales) Act 2014 or England as defined in Section 22 of the Children Act 1989.
- b) Children who live within the catchment area of the school for which an application is made.
- c) Children who have an older sibling / a sibling of statutory school age (statutory school age is defined as pupils who are between the age of 5 and 16 i.e. pupils in any year group between and including reception to year 11) who will be on the register at the school at which the nursery class is based when they are admitted. A "sibling" is defined as a full sibling, a half sibling (i.e. one shared parent), a step sibling (i.e. the child of a person co-habiting with a parent), a fostered sibling or an adopted sibling. In each case, at the time of the application the sibling must reside at the same address as the child or young person. Any sibling connection must be clearly stated in the application. In the case of multiple births, if it is not possible to offer all children a place in the school, the parents will be asked to decide which child should be offered a place first or the parents may wish to consider an alternative setting for all children.
- d) Children who live outside the preferred school's catchment area

If children are equally entitled to a place in the school in categories - a) to d) above, then priority will be given to the child living nearest. This is measured by the shortest suitable walking/travel route between the home and the school. The Council uses a Geographical Information System to calculate the shortest distance.

Only applications received by the published closing date for receipt of application forms will be considered in the initial round of allocation of places. Application

forms received after the closing date will be considered as late applications. These will be considered on a weekly basis once the initial allocation is complete and places will be allocated in accordance with availability.

In all cases evidence of permanent residence of the pupil at time of application must be supplied.

Once an offer of a school place has been made the Council will only withdraw that offer where the place offered has been on the basis of a fraudulent or intentionally misleading application from a parent or young person (for example, a false claim to residence in a catchment area) which effectively denied a place to a child or young person with a stronger claim. A school place will not be withdrawn once a child or young person has started at the school except where that place was fraudulently obtained. In deciding whether to withdraw the place the length of time that the child had been at the school will be taken into account. Where a place is withdrawn on the basis of misleading information the application will be considered afresh and a right of appeal offered if a place is refused.

The home address is considered to be the child's along with their parents' principal place of residence on the published date, i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than fostering arrangements) the friends or relatives address will not be considered for allocation purposes.

Where parents have shared responsibility for a child and the child lives with both parents for part of the school week then the home address will be determined as the address where the child lives for the majority of the school week, e.g. 3 out of 5 days. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

Right of Appeal

Parents/carers will be informed, in writing, as to whether their application has been successful. Where their application has been refused parents/carers will be informed in writing that they have right of appeal to an Independent Admission Appeals Panel. In the case of Primary phase education admission appeals to be submitted by **14th May 2024**. Any decision made by the Panel being binding on the Council. If the appeal is not successful a further application for a place at the same school will not be considered for the same academic year unless the Admissions Officer, School and Family Support Team, determines that there are significant and material changes to the circumstances.

Waiting lists

The Council will keep a waiting list of unsuccessful applicants ranked in order of

priority according to the Council's oversubscription criteria. As places become available these will be offered on the basis of the ranked order of priority. A waiting list will be maintained until 30th September in the school year in which the applicants applied.

Although a separate policy provision, the Council recognises the inter-relationship between admission and home to school transport and advises parents to refer to the Council's Home to School Travel policy when applying for a place at a school for their child. The policy is available at www.npt.gov.uk

Oversubscription criteria secondary phase education

Parents have the right to express a preference which will be considered individually and complied with wherever possible. Some schools have more requests for places than there are places available. Where a school is oversubscribed preferences will still be considered but the priorities set by the Council will be applied.

In deciding which children to admit to a school the Council applies the criteria set out below in the order of priority shown - a) being the highest priority.

The Council will only admit up to a school's admission number.

Parents/carers can apply for a place at the catchment school or express a preference for a placement at an alternative school. Requests for a place will be granted unless to do so would prejudice the provision of efficient education or the efficient use of resources

Those parents who apply on time for a place at any school will be given priority over those who apply late.

a) Children and young people looked after or previously looked after by a local authority in Wales as defined in section 74 of the Social Services and Well-being (Wales) Act 2014 or England as defined in Section 22 of the Children Act 1989.

b) Children and young people attending a partner primary school² who live within the catchment area of the school for which the application is made.

c) Other children and young people who live within the catchment area of the school for which the application is made but do not attend a partner primary school.

² Reference to a partner primary school is in relation to the school for which the application is made. For the definition of a partner primary school see para. 8

d) Children and young people who have an older sibling who will be on register at the school when they are admitted. A “sibling” is defined as a full sibling, a half sibling (i.e. one shared parent), a step sibling (i.e. the child of a person co-habiting with a parent), a fostered sibling or an adopted sibling. In each case, at the time of the application the sibling must reside at the same address as the child or young person. Any sibling connection must be clearly stated in the application. In the case of multiple births, if it is not possible to offer all children a place in the school, parents will be asked to decide which child should be offered a place first or parents may wish to consider an alternative setting for all children.

e) Children and young people attending a partner primary school³, but who live outside the catchment area of the school for which the application is made.

If children are equally entitled to a place in the school in categories - a) to e) above, then priority will be given to the child living nearest. This is measured by the shortest suitable walking/travel route between the home and the school. The Council uses a Geographical Information System to calculate the shortest distance.

Only applications received by the published closing date for receipt of application forms will be considered in the initial round of allocation of places. Application forms received after the closing date will be considered as late applications. These will be considered on a weekly basis once the initial allocation is complete and places will be allocated in accordance with availability. In all cases evidence of permanent residence of the pupil at time of application must be supplied.

Once an offer of a school place has been made the Council will only withdraw that offer where the place offered has been on the basis of a fraudulent or intentionally misleading application from a parent or young person (for example, a false claim to residence in a catchment area) which effectively denied a place to a child or young person with a stronger claim. A school place will not be withdrawn once a child or young person has started at the school except where that place was fraudulently obtained. In deciding whether to withdraw the place the length of time that the child had been at the school will be taken into account. Where a place is withdrawn on the basis of misleading information the application will be considered afresh and a right of appeal offered if a place is refused.

The home address is considered to be the child’s along with their parents’ principal place of residence on the published date, i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than fostering arrangements) the friends or relatives address will not be

³ Reference to a partner primary school is in relation to the school for which the application is made. For the definition of a partner primary school see para. 8

considered for allocation purposes.

Where parents have shared responsibility for a child/young person and the child/young person lives with both parents for part of the school week then the home address will be determined as the address where the child lives for the majority of the school week, e.g. 3 out of 5 days. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

Right of Appeal

Parents/carers will be informed, in writing, as to whether their application has been successful. Where their application has been refused parents/carers will be informed in writing that they have right of appeal to an Independent Admission Appeals Panel. In the case of Secondary phase education admission appeals to be submitted by **28th March 2024**. Any decision made by the Panel being binding on the Council. If the appeal is not successful a further application for a place at the same school will not be considered for the same academic year unless the Admissions Officer, School and Family Support Team, determines that there are significant and material changes to the circumstances.

The Council will keep a waiting list of unsuccessful applicants ranked in order of priority according to the Council's oversubscription criteria. As places become available these will be offered on the basis of the ranked order of priority. A waiting list will be maintained until 30th September in the school year in which the applicants applied.

The LA will be under no duty to comply with preference expressed otherwise than in accordance with its arrangements.

Although a separate policy provision, the Council recognises the inter-relationship between admission and home to school transport and advises parents to refer to the Council's Home to School Travel policy when applying for a place at a school for their child. The policy is available at www.npt.gov.uk

5. Admission to Sixth Form

There are two sixth forms within the County Borough - a community school Welsh-medium sixth form at Ysgol Gymraeg Ystalyfera Bro Dur for which the Council is the admission authority and a voluntary aided school sixth form at St Joseph's RC

School & 6th Form Centre for which the school's governing body is the admission authority.

Young people who are in receipt of a statement of special educational needs

which identifies a particular sixth form provision will be guaranteed a place at that school.

– ***Oversubscription criteria (Welsh-medium 6th Form)***

Parents and pupils have the right to express a preference which will be considered individually and complied with wherever possible. In the event of the number of requests for places exceeding the number of places available, preferences will still be considered but the priorities set by the Council will be applied. In deciding which young people to admit to the sixth form, the Council applies the criteria set out below in the order of priority shown - a) being the highest priority. The Council will not normally exceed the sixth form's admission number.

- a) Young people looked after or previously looked after by a local authority in Wales, as defined in section 74 of the Social Services and Well-being (Wales) Act 2014 or, or England as defined in Section 22 of the Children Act 1989.
- b) Young people who have an older sibling who will be on register at the sixth form when they are admitted. A "sibling" is defined as a full sibling, a half sibling (i.e. one shared parent), a step sibling (i.e. the child of a person co-habiting with a parent), a fostered sibling or an adopted sibling. In each case, at the time of the application the sibling must reside at the same address as the child or young person. Any sibling connection must be clearly stated in the application. In the case of multiple births, if it is not possible to offer all young people a place in the sixth form, the parents will be asked to decide which young person should be offered a place first or parents may wish to consider an alternative setting for all young people.

If young people are equally entitled to a place in the sixth form in categories a) and b) above then priority will be given to the young person living nearest. This is measured by the shortest suitable walking/travel route between the home and the sixth form. The Council uses a Geographical Information System to calculate the shortest distance.

Only applications received by the published closing date for receipt of application forms will be considered in the initial round of allocation of places. Application forms received after the closing date will be considered as late applications. These will be considered on a weekly basis once the initial allocation is complete and places will be allocated in accordance with availability.

In all cases evidence of permanent residence of the pupil at time of application must be supplied if required.

Once an offer of a school place has been made the Council will only withdraw that offer where the place offered has been on the basis of a fraudulent or intentionally misleading application from a parent or young person (for example, a false claim to residence in a catchment area) which effectively denied a place to a child with a stronger claim. A school place will not be withdrawn once a child or young person has started at the school except where that place was fraudulently obtained. In deciding whether to withdraw the place the length of time that the child had been at the school will be taken into account. Where a place is withdrawn on the basis of misleading information the application will be considered afresh and a right of appeal offered if a place is refused.

The home address is considered to be the young person's along with their parent's principal place of residence (or the young person's alone if they are living independently) on the published date, i.e. where they are normally and regularly living. If a young person is resident with friends or relatives (for reasons other than fostering arrangements) the friends or relatives address will not be considered for allocation purposes.

Where parents have shared responsibility for a young person and the young person lives with both parents for part of the school week then the home address will be determined as the address where the young person lives for the majority of the school week, e.g. 3 out of 5 days. Parents and young people living independently will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

If a parent or young person is dissatisfied with the result of an application for a particular sixth form an appeal may be submitted to the independent Admission Appeals Panel by **28th March 2024**. Any decision made by the Panel being binding on the Council. If the appeal is not successful, further applications for a place at the same sixth form will not be considered for the same academic year unless the Admissions Officer, School and Family Support Team determines that there are significant and material changes the circumstances.

Although a separate policy provision, the Council recognises the inter-relationship between admission and home to school transport and advises parents to refer to the Council's Home to School Travel policy when applying for a place a school for their child. The policy is available at www.npt.gov.uk

6. Admission during the academic year

Requests for children and young people to transfer between schools at periods other than at the normal transfer age will be determined by applying the above arrangements. Application forms are available from the School Admissions Section, Neath Port Talbot County Borough Council which the parent (or young person in the case of a sixth form application) should complete and return to the

Admissions Officer, School and Family Support Team, Port Talbot Civic Centre, Port Talbot SA13 1PJ. Successful applicants will receive a leaving date from the school at which they are currently enrolled and a start date for the receiving school. Moving children and young people during the academic year is not encouraged and, unless otherwise stated, admission to the receiving school will be from the beginning of the following term.

Transfer into a school within the County Borough from another local authority, or a change of school necessitated by a change of address, will be authorised as soon as possible but within 15 school days or 28 calendar days whichever is the sooner.

Children and young people who transfer due to being in receipt of a statement of special educational needs will be admitted into the named school as soon as possible but within 15 working days.

7. Admission outside the normal age group

Although most children will be admitted to a school with their own chronological age group, from time-to-time parents seek places outside their normal age group for gifted and talented children, or those who have experienced problems or missed part of a year, often due to ill health. While it would not normally be appropriate for a child to be placed in a year group that is not concurrent with their chronological age, the Council will consider these requests carefully and make decisions on the basis of the circumstances of each case and in consultation with the parents and the school, and specifically in relation to what is most beneficial to the child.

Due regard will also be given to the Educational Psychologist's report where available, and clear reasons will need to be established for such a decision to be made. If it is decided that there are grounds to consider an 'out of year' application, parents refused an application for a place at a school have a statutory right of appeal. However, there is no right of appeal if a place has been offered but not in the desired year group

8. Admission number and class sizes – community schools

The admission number means the number of pupils that the Council can admit to a school. Each school has an admission number which is calculated using the Welsh Government's 'Measuring the capacity of schools in Wales' assessment. Admission to a school cannot be refused unless the admission number has been reached (appendix 5)

Legislation requires the class size for classes containing pupils the majority of whom will attain the age of 5, 6 and 7 during the course of the school year not to

exceed 30 pupils save for 'excepted pupils' as specified by Regulation. The relevant age group is the group at which children and young people are normally admitted, i.e. reception for primary schools and Y7 for secondary schools.

9. Catchment areas and partner schools – community schools

For the purpose of admission to community schools, the term catchment area is defined as the geographical area served by a school, as determined by the Council.

For the purpose of admission to community schools, the term 'partner' school is defined as a school that has a catchment area in common with another school of the same category, e.g. an English-medium community primary with an English-medium community secondary or a Welsh-medium community primary with a Welsh-medium community secondary (voluntary aided schools excepted). An indicative list as at 1st September 2021 is attached as appendix 4.

Copies of school catchment area maps may be obtained from the Admissions Officer, School and Family Support Team.

10. Admission Process overview - Community Schools

All applications for admission into a community school (including sixth form) within the County Borough **must** be made on the appropriate form to the Council and **not** to the school. Parents can apply online at www.npt.gov.uk

Head teachers do not have the authority to admit children to their school. Applications have to be made to the admission authority which, for community schools, is the Council / LA.

All parents of children known to the Council and residing within the County Borough will be forwarded an admission application letter and accompanying admission arrangement notes during the Autumn Term prior to entry into school in September of the following academic year.

Parents should request an admission application form and, when completed, return it to the Admissions Officer or apply online, by the date given on the admission arrangements.

The outcome of all admission applications will be notified to parents in writing or by email as appropriate, with all outcomes sent from the central office on the date given on the admission arrangements.

Parents who are satisfied with the placement offered should confirm acceptance of the offer in writing to the Council or via the school admission website. Unfilled

places will be allocated to children and young people whose parents have applied for admission ahead of those who have not formally accepted the initial offer of a place.

Parents who are not satisfied with the placement offered have a right of appeal.

Information regarding appeals will be within the contents of the letter received. Appeals will be heard by an Independent Appeal Panel constituted for the sole purpose of hearing appeals.

Requests for admission to the relevant age group submitted on or before the administrative closing date will be processed collectively. In this respect, no advantage shall be gained from the early submission of an admission request. Requests submitted after the closing date will be processed on a weekly basis.

Admissions will not be determined on the basis of selection criteria involving the sitting of tests, viewing of school reports, interviewing pupils, with or without parents for the purpose of assessing ability or aptitude.

Where requests for admission exceed the number of places available, places will be allocated by applying the Council's oversubscription criteria.

The Council will keep a waiting list of unsuccessful applicants ranked in order of priority according to the Council's oversubscription criteria. As places become available, these will be offered on the basis of the ranked order of priority. A waiting list will be maintained until 30th September in the school year in which applications were received applied.

Right of Appeal

Parents/carers will be informed, in writing, as to whether their application has been successful. Where their application has been refused parents/carers will be informed in writing that they have right of appeal to an Independent Admission Appeals Panel. In the case of primary phase education admission appeals to be submitted by **14th May 2024**. Any decision made by the Panel being binding on the Council. If the appeal is not successful a further application for a place at the same school will not be considered for the same academic year unless the Admissions Officer, School and Family Support Team, determines that there are significant and material changes to the circumstances.

Children attending the nursery class will not have an automatic right of admission to full time education at the same school. Similarly, children transferring from primary phase education to secondary phase education do not have an automatic

right of admission to any school⁴.

The Council will be under no duty to comply with preferences expressed otherwise than in accordance with its arrangements.

Separate admission arrangements apply to pupils for whom the Council holds a statement of special educational need/IDP. Pupils with a statement of educational needs must be admitted to the school named on their statement/IDP.

Looked after and previously looked after children must, after children with a statement of educational needs, be given first priority in the case of oversubscription.

11. Admission to Voluntary Aided (i.e. Faith) Schools

Although voluntary aided (i.e. Faith) schools are their own admission authority, through its on-line application system the Council assists the application process for St Joseph's RC School & 6th Form Centre. (This applies to year 7 applications only) Requests for admission will be determined by reference to admission criteria set by the governing body. (The governing bodies of Voluntary Aided Schools are responsible for determining their own admission arrangements)

⁴ Children admitted to the primary phase of an 'all-through' school do not have to apply for a place at the same school at secondary transfer.

Schedule of Events
Community Schools
Secondary Phase Education & Sixth Form Admission 2024/25

2nd October 2023

Application forms / School Prospectus / Information for Parents Handbook distributed to parents. Parents of young people entering a new school (Year 7) have a minimum of 6 weeks to apply to a school of their choice.

Application forms to be returned to:

Mrs H Lewis, Schools Admissions Officer, Neath Port Talbot County Borough Council, Port Talbot Civic Centre, Port Talbot SA13 1PJ

24th November 2023

Closing date of submission of Admission Application Forms

Applications processed

1st February 2024

Children with statements of special educational needs/LA Maintained IDP have placements confirmed.

1st March 2024

Parents and schools informed of allocation of secondary places to mainstream pupils.

18th March 2024

Appeals against refusal to admit

Schedule of Events
Community Schools
Primary Phase Education Admission 2024/25

2nd October 2023

Application forms / School Prospectus, Information for Parents Handbook distributed to parents. Parents of children entering a new school (Reception) have a minimum of 6 weeks to apply to a school of their choice.

Application forms to be returned to:

Mrs H Lewis, Schools Admissions Officer, Neath Port Talbot County Borough Council, Port Talbot Civic Centre, Port Talbot SA13 1PJ

24th November 2023

Closing date of submission of Admission Application Forms
Applications processed

1st February 2024

Children with statements of special educational needs/ LA Maintained IDP have placements confirmed.

16th April 2024

Parents and schools informed of allocation of primary places to mainstream pupils.

14th May 2024

Appeals against refusal to admit

Schedule of Events for
Community Schools
Nursery Class Admission 2024/25

2nd October, 2023

Application forms distributed to parents.

Application forms to be returned to:

Mrs H Lewis, Schools Admissions Officer, Neath Port Talbot County Borough Council, Port Talbot Civic Centre, Port Talbot SA13 1PJ

15th March 2024

Closing date of submission of Admission Application Forms
Applications processed

13th May 2024

Parents and schools informed of allocation of nursery places.

**Partner Community Schools
(Indicative list as at 01/09/22)**

PARTNER COMMUNITY SCHOOLS	
Secondary	Primary
CEFN SAESON	Crynallt Primary, Gnoll Primary, Melin Primary, Tonnau Primary.
CWMTAWE	Alltwen Primary, Godre'rgraig Primary, Llangiwg Primary, Rhos Primary, Rhydyfro Primary, Tairgwaith Primary.
YSGOL BAE BAGLAN	Awel Y Mor Primary, Ysgol Carreg Hir, Baglan Primary, Blaenbaglan Primary, Sandfields Primary, Tywyn Primary.
DWR Y FELIN	Abbey Primary, Blaenhonddan Primary, Coedffranc Primary, Crymlyn Primary, Waunceirch Primary.
YSGOL CWM BROMBIL	Central Primary, Coed Hirwaun Primary, Cwmafan Primary, Eastern Primary, Croeserw Primary, Cymer Afan Primary, Glyncorrwg Primary, Pen Afan Primary.
LLANGATWG	Blaendulais Primary, Blaengwrach Primary, Catwg Primary, Cilffriw Primary, Creunant Primary, Cwmnedd Primary, Maesmarchog Primary, Ynysfach Primary.
YSGOL Gymraeg Ystalyfera – Bro Dur	YGG Blaendulais, YGG Castell-Nedd, YGG Cwmllynfell, YGG Cwmnedd, YGG Gwaun Cae Gurwen, YGG Pontardawe, YGG Rhosafan, YGG Trebannws, YGG Tyle'r Ynn, Ysgol Gynradd Gymraeg Newydd Mynachlog Nedd.

NB: Attendance at a partner school does not guarantee a place at the preferred school nor does it prevent parents applying to alternative schools of their choice.

This table does not include voluntary aided schools which are subject to separate admission arrangements.

Admission Number⁵ September 2022

Name of school	Primary Phase Admission Number
Abbey Primary	53
Alderman Davies CIW Primary	59
Alltwen Primary	34
Awel Y Mor Primary	42
Baglan Primary	38
Blaenbaglan Primary	40
Blaendulais Primary	23
Blaengwrach Primary	20
Blaenhonddan Primary	32
Bryncoch CIW Primary	31
Catwg Primary	29
Central Primary	55
Cilffriw Primary	30
Coed Hirwaun Primary	22
Coedffranc Primary	62
Creunant Primary	19
Croeserw Primary	25
Crymlyn Primary	12
Crynallt Primary	57
Cwmafan Primary	60
Cwmnedd Primary	30
Cymer Afan Primary	12
Eastern Primary	26
Glyncorrwg Primary	19
Gnoll Primary	48
Godre'rgraig Primary	23
Llangiwg Primary	21
Maesmarchog Primary	16
Melin Primary	34
Pen Afan Primary	18
Rhos Primary	25
Rhydyfro Primary	24
Sandfields Primary	53
St Joseph's Infant	34
St Joseph's Junior	39
St Joseph's Primary	29
St Therese's Primary	28
Tairgwaith Primary	21

⁵ Voluntary aided (i.e. Faith) schools admission numbers included

Tonnau Primary	30
Tywyn Primary	52
Wauanceirch Primary	30
Ysgol Bae Baglan Primary Phase	40
Ynysfach Primary	25
Ysgol Carreg Hir	60
Ysgol Cwm Brombil Primary Phase	30
Ysgol Gymraeg Ystalyfera Bro Dur Primary Phase	26
YGG Blaendulais	17
YGG Castell Nedd	48
YGG Cwm Nedd	26
YGG Gwaun Cae Gurwen	25
YGG Pontardawe	51
YGG Rhosafan	45
YGG Tyle'r Ynn	29
YGG Cwmllynfell	13
YGG Trebannws	18
Ysgol Gynradd Gymraeg Newydd Mynachlog Nedd (Working Title)	30

Name of School	Secondary Phase	Sixth Form
	Admission Number	Admission Number
Cefn Saeson Comprehensive	184	
Cwmtawe Community	256	
Dwr-y-Felin Comprehensive	220	
Ysgol Cwm Brombil Secondary Phase	210	
Llangatwg Community	233	
St Joseph's RC School and 6 th Form Centre	144	143
Ysgol Bae Baglan Secondary Phase	220	
Ysgol Gymraeg Ystalyfera Bro Dur	240	130



Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL / CYNGOR BWRDEISTREF SIROL CASTELL-NEDD PORT TALBOT

**Education, Skills and Wellbeing Cabinet Board / Bwrdd Cabinet
Addysg, Sgiliau a Llesiant**

16th March 2023

**Director of Education, Leisure and Lifelong Learning /
Cyfarwyddwr Addysg, Hamdden ac Gydol Oes**

Andrew Thomas

Matter for Monitoring

Wards Affected: All Wards

Report Title

Quarterly Performance Management Data 2022-2023 –
Quarter 3 Performance (1st April 2022– 31st December 2022)

Purpose of the Report:

To provide members with quarter 3 performance management data, complaints and compliments for the period 1st April 2022 to 31st December 2022 for Education, Leisure and Lifelong Learning Directorate. This will enable the ESW Cabinet Board to discharge their functions in relation to performance management.

Executive Summary:

The report provides education results and assessments at KS4. Attendance data over the secondary and primary sectors. Data relating to the Statutory Assessment Process, the Youth Service and childcare. Data relating to the Library Service concerning the number of visitors and a summary of the number of people participating in a sporting activity at the council facilities.

Background:

Members are presented with a full suite of Education, Leisure and Lifelong Learning KPI's (Corporate Plan and Local KPI's). A list of quarter 3 key performance KPI's with progress comments on each indicator are attached as appendix 1.

KPI status:

- GREEN (green traffic light) - KPI's that have improved on or achieved target
- AMBER (amber traffic light) - KPI's that have not achieved target but performance is within 5%
- RED (red traffic light) - KPI's that are 5% or more below target

Where available, appendix 1 provides performance data for quarter 3 performance for 2020/21, 2021/22 & 2022/23. The target provided is for the corresponding period.

Appendix 2 provides quarter 3 information for Compliments and Complaints data, collected in line with the Council's Comments, Compliments & Complaints Policy for Cabinet.

Financial Impacts:

The performance described in the report is being delivered against a challenging financial backdrop and reduced budget.

Integrated Impact Assessment:

There is no requirement to undertake an Integrated Impact Assessment as this report is for monitoring / information purposes.

Valleys Communities Impacts:

This impacts all wards.

Workforce Impacts:

The Council's workforce continues to contract as financial resources continue to reduce. In recognition of the scale of change affecting the workforce, a new Corporate Workforce Plan has been developed to support the workforce to adapt to the changes that are taking place.

Legal Impacts:

This Report is prepared under:

The Local Government (Wales) Measure 2009 and discharges the Council's duties to "make arrangements to secure continuous improvement in the exercise of its functions".

The Well-being of Future Generations (Wales) Act 2015

The Neath Port Talbot County Borough Council Constitution requires each cabinet committee to monitor quarterly budgets and performance in securing continuous improvement of all the functions within its purview.

Risk Management Impacts:

Failure to provide a suitable monitoring report within the timescales could lead to non-compliance with our Constitution. Also, failure to have robust performance monitoring arrangements in place could result in poor performance going undetected.

Consultation:

There is no requirement under the Constitution for external consultation on this item.

Recommendations:

Members monitor performance contained within this report.

Reasons for Proposed Decision:

Matter for monitoring. No decision required.

Implementation of Decision:

Matter for monitoring. No decision required.

Appendices:

Appendix 1: Key Performance Management Data - Quarterly.

Appendix 2: Compliments and Complaints Data

List of Background Papers:

The Neath Port Talbot Corporate Improvement Plan - 2019-2022

Monitoring forms/spreadsheets

Welsh Government Statistical Releases

Officer Contact:

Neal Place, Performance Management Officer.

E-mail n.place@npt.gov.uk. Tel. 01639 763619



Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

Performance Indicators

Neath Port Talbot Council




Tudalen 45





Appendix 1 - Education, Leisure and Lifelong Learning Directorate Key Performance Indicators - Quarter 3 (1st April - 31st December) -2022/23





Performance RAG (Red, Amber Green) key:






- **Green:** achieved quarter 3 target for 2022/23
- **Amber:** Within 5% of target
- **Red:** 5% or more below target
- N/a or blank column – no comparable data or no target set






How will we know we are making a difference (01/04/2022 to 31/12/2022)?






PI Title	Qtr. 3 Actual 20/21	Qtr. 3 Actual 21/22	Qtr. 3 Actual 22/23	Qtr.3 Target 22/23	Perf. RAG
1.2.1 SRP - Wellbeing Objective 1 - Best start in life					
CP/005 - Percentage of pupil attendance in primary schools	93.83	91.18	89.23		 n/a
<p>2022/23 data is for the 2021/22 academic year.</p> <p>362,715 missed half day sessions of 3,368,595 in Academic Year 2021/22 compared to 221,839 missed half day sessions of 2,516,523 in Academic Year 2020/21. The figures for 2020/21 reflect attendance rates for the year previous prior to Covid with the subsequent years reflecting data captured at the height of the pandemic. Efforts to increase attendance across all sectors continue in partnership with schools. No target set due to Covid-19.</p>					
CP/006 - Percentage of pupil attendance in secondary schools	92.51	87.88	85.52		 n/a
<p>2022/23 data is for the 2021/22 academic year.</p> <p>347,629 missed half day sessions of 2,400,924 in Academic Year 2021/22 compared to 170,599 missed half day sessions of 1,407,888 in Academic Year 2020/21. The figures for 2020/21 reflect attendance rates for the year previous prior to Covid with the subsequent years reflecting data captured at the height of the pandemic. Efforts to increase attendance across all sectors continue in partnership with schools. No target set due to Covid-19.</p>					
CP/008 - Percentage of year 11 pupils studying Welsh first language	11.33	12.29	12.70	12.50	 Green
<p>For the Academic Year 2021/22, there were 202 pupils studying Welsh first language from a cohort of 1,591 pupils compared to 199 from a cohort of 1,619 for 2020/21. The number of pupils studying Welsh as a first language and related percentage has increased slightly compared to Academic Year 2020/21.</p>					





PI Title	Qtr. 3 Actual 20/21	Qtr. 3 Actual 21/22	Qtr. 3 Actual 22/23	Qtr.3 Target 22/23	Perf. RAG
ELLL - Strategic School Improvement Programme - PI/896 - Completion of Welsh Government Band B projects.			60.00		 n/a
60% programmes have been completed. One programme is in the process of a new consultation and one programme is awaiting Section 106 information. Reported quarterly from 2022/23.					
ELLL - ANLSS - PI/824 - The percentage of current final statements of special educational needs and Individual Development Plans (IDPs) issued within the statutory time scales excluding exceptions. (measured over the calendar year - quarterly)	100.00	100.00	100.00		 n/a
100% - 14 statements/IDP's issued within the required timescale (excluding exceptions) out of a total of 14 possible statements/IDP's. This figure demonstrates that when all Professional Advices are received within the provided timescales, the Additional Learning Needs Support Service (ALNSS) has been able to produce either a Statement of SEN, or an IDP, within the specified statutory timescales. The submission of Professional Advices is outside of the control of ALNSS.					
ELLL - ANLSS - PI/872 - The percentage of final statements of current special education needs and Individual Development Plans (IDPs) issued within the statutory time scales including exceptions. (measured over the calendar year - quarterly)	27.42	29.41	7.25		 n/a
25% - 14 statements/IDP's issued within the required timescale (including exceptions) out of a total of 193 possible statements/IDP's. The primary reason for statutory timescales not being adhered to is the late submission of Professional Advices. Although this is outside of the control of the service, the ALNSS Manager will share data with colleagues in Swansea Bay University Health Board and within the Inclusion Service to highlight this issue and ask that a concerted effort is made to address it. Further reasons for statutory timescales not being met are: - When parents/ carers request further dialogue and/ or consultation in regards to the Statement or IDP. In order to be truly Person- Centred, the service ensures that the opportunity for this is provided to them and they are in full agreement with the contents before a Final version is issued. - Coordinating the Person Centred Reviews (PCRs), in which the Outcomes and Additional Learning Provision (ALP) are developed, can be time-consuming. This is because all key stakeholders ideally need to be present and arranging a date and time which is suitable for all is sometimes a challenge to do in such tight timescales.					
ELLL - PI/444 - Percentage of Year 11 pupils achieving 5 GCSEs at grades A*-C, or equivalent, including English or Welsh first language and Maths	57.83	62.75	54.11		 n/a
862 pupils achieved this indicator from a cohort of 1593 pupils - Performance is below 2019/20 and 2020/21 which were both based on teacher assessment. 2021/22 Academic Year performance is however an improvement on the 45.81% achieved in 2018/19, the most recent year that results were based on examinations.					

PI Title	Qtr. 3 Actual 20/21	Qtr. 3 Actual 21/22	Qtr. 3 Actual 22/23	Qtr.3 Target 22/23	Perf. RAG
<p>ELLL - Early Years and Childcare Team - PI/892 - Number of new English Medium registered childcare spaces developed as a result of benefitting from improvement funding via Welsh Government revenue and capital Early Years and Childcare funding pots.</p>			105.00		 n/a
<p>New performance indicator for 2022/23 The childcare sector has been active in seeking set up grants from our Early Years and Childcare Revenue support grant, with new settings able to open within Neath port Talbot.</p>					
<p>ELLL - Early Years and Childcare Team - PI/893 - Number of children in receipt of support funding to aid access to childcare.</p>			69.00		 n/a
<p>New performance indicator for 2022/23 All childcare support funding requests are managed via a panel process. Early Years Multi-agency Panel (EYMAP) assesses all referrals, allowing each case to be seen by a range of skilled and experiences professionals who can recommend the appropriate provision and monitoring. Our childcare support programme O Gam i Gam that enables children with disabilities, Additional Learning Needs, or children living in deprivation access to funded childcare supported 5 children to access childcare. 3 children benefitted from additional support or one to one care. Flying Start Outreach has supported 57 children not eligible for Flying Start to access the programmes high quality childcare, as recommended by our Early Years Panel. 36 of these children have also accessed funding for additional support from the programme. CDF Funding 8 children</p>					
<p>ELLL - Early Years and Childcare Team - PI/924 - Number of Welsh Language and Bilingual registered childcare spaces.</p>			318.00		 n/a
<p>New performance indicator for 2022/23 The number of bilingual and Welsh childcare spaces has increased by 19 in Q3 within Neath Port Talbot, in line with our Welsh Education Strategic Plan aspirations.</p>					
<p>ELLL - Early Years and Childcare Team - PI/936 - Number of new Welsh Medium and bilingual registered childcare spaces developed as a result of benefitting from improvement funding via Welsh Government revenue and capital Early Years and Childcare funding pots.</p>			38.00		 n/a
<p>New performance indicator for 2022/23 YGG Tregales is now open, with the childcare setting being set up and ready to open in February. Cylch Meithrin Teulu'r Tyle is now registered and open in YGG Tyle'r Ynn.</p>					


PI Title	Qtr. 3 Actual 20/21	Qtr. 3 Actual 21/22	Qtr. 3 Actual 22/23	Qtr.3 Target 22/23	Perf. RAG
ELLL - Families First & Early Intervention - PI/759 - % of Families First service users who report positive impacts following engagement with early intervention support.				72.00	 n/a
New performance indicator for 2022/23 Programme data up to end of December 2022 not yet available. To be reported at Q4.					
ELLL - Family Information Service and Childcare Offer - PI/747 - Number of applications approved for children aged 3 and 4 to receive funded childcare through the Childcare Offer for Wales. (Academic Year)			775.00		 n/a
New performance indicator for 2022/23 Based on 2022/2023 academic year from September 2022 to December 2022, the number of applications approved was 775.					
ELLL - Flying Start - PI/929 - Number of English Language Flying Start childcare spaces accessed.			313.00		 n/a
New performance indicator for 2022/23 113 fully funded, full time childcare spaces were accessed during this period. This equates to 25,346 sessions of 2.5 hours, high quality childcare for 2-3 year olds.					
ELLL - Flying Start - PI/930 - Number of Welsh Language and Bilingual Flying Start childcare spaces accessed.			62.00		 n/a
New performance indicator for 2022/23 62 fully funded, Welsh or bilingual full time childcare spaces were accessed during this period. This equates to 4682 sessions of 2.5 hours, high quality childcare for 2-3 year olds delivered in the Welsh Language					
ELLL - Flying Start - PI/931 - Number of parents recording a positive distance travelled from pre to post Flying Start structured parenting course intervention.			243.00		 n/a
New performance indicator for 2022/23 196 parents recorded a positive distance travelled following structured parenting courses such as Family Nurture, Baby Massage and Welcome to the World. 47 out of 55 one to one cases engaging in structured parenting recorded a positive distance travelled. Many of these families remain on the parenting caseloads for extended amounts of time due to the complexity of the needs for the family.					

PI Title	Qtr. 3 Actual 20/21	Qtr. 3 Actual 21/22	Qtr. 3 Actual 22/23	Qtr.3 Target 22/23	Perf. RAG
ELLL - Flying Start - PI/932 - Number of parent contacts Flying Start Professionals such as health staff and parenting staff have engaged in.			5056.00		 n/a
New performance indicator for 2022/23 Q2: 3502 health visiting contacts, and 3968 wider Flying Start team contacts involving Parenting, Midwives, early years Educational Psychologists, and Community Nursery Nurses. Q3: with face to face contacts now becoming the norm again, Health visting contacts have reduced to 2553, and wider team contacts down to 2503. Face to Face contacts take more time, travel and allow for more in-depth discussion and support for families. The team have welcomed the return to normal practice, however use virtual means of contact where appropriate and preferred by the families.					
ELLL - Flying Start - PI/933 - Number of individuals, not eligible for Flying Start, accessing the programme's services via an outreach space.			91.00		 n/a
New performance indicator for 2022/23 Outreach funding is accessible to non-Flying Start eligible families via a referral to Early Years Multi-Agency Panel. 7 children are accessing the Flying Start programme via an outreach childcare space. 2 parents are on Flying Start enhanced Health Visiting caseloads and parenting caseloads. 2 individuals are accessing the midwifery support for young parents via the Flying Start programme					
ELLL - Children Looked After Education Service - PI/881 - The percentage of LA maintained IDPs developed for Children Looked After (CLA) issued within the 12 week statutory timescale.			0.00	72.00	 Red
New performance indicator for 2022/23 0% - 2 IDP's - both out of the required timescale.					
ELLL - Project Development and Funding Unit - PI/722 - Number of organisations/individuals given assistance with grant applications.			98.00	97.00	 Green
New performance indicator for 2022/23 The Project Development and Funding Unit has experienced the usual volume of enquiries in Quarter 3.					
ELLL - Project Development and Funding Unit - PI/725 - Number of organisations/individuals receiving grants as a consequence of the assistance given by the Unit (compared to 1 above- 'Success Rate').			50.00	60.00	 Red
New performance indicator for 2022/23 'Assists' in Quarter 3 are awaiting determination by Grant Assessment Panels in the Welsh Rugby Union (WRU) and some are with Renewable Energy providers. The outcomes will be known in Quarter 4. Four 'Assists' did not materialise as they would- be applicant failed to see the process through to a successful conclusion.					

PI Title	Qtr. 3 Actual 20/21	Qtr. 3 Actual 21/22	Qtr. 3 Actual 22/23	Qtr.3 Target 22/23	Perf. RAG
ELLL - Project Development and Funding Unit - PI/726 - Value of grant received by organisations/individuals as a consequence of the assistance given by the Unit.			643188.69	600000.00	 Green
New performance indicator for 2022/23					
This is the income secured from Renewable Energy Funds, Mineral Deposit Funds and Third Sector Funding payments. Bids to the WRU and the Community Trust Funds will be made and mature in Quarter 4 and into 2023/24.					
ELLL - Youth Service - PI/547 - Percentage of 11 - 19 year olds in contact with the Youth Service (measured cumulatively over the financial year - quarterly)	5.54	21.75	32.83	22.31	 Green
4,929 of 15,403 in Quarter 3 2022/23 compared to 3,350 of 15,013 in Quarter 3 2021/22. The percentage is 32.83% of the 11-19 year old population.					
ELLL - Youth Service - PI/686 - Increase the wellbeing of young people following support including those with protected characteristics (percentage).			99.00	50.00	 Green
New performance indicator for 2022/23					
1467 young people aged 11-25 have stated that they are feeling better after support. this is 99% of the 1479 young people asked.					
1.2.3 SRP - Wellbeing Objective 3 – Our local environment, culture and heritage can be enjoyed by future generations					
ELLL - Libraries and Community Facilities - LCL001 - The number of visits to public libraries during the year, per 1,000 population (measured cumulatively over the financial year - quarterly)	534.97	1400.27	1867.69	1506.00	 Green
The service remains on track to achieve its target as set out in the Service Recovery Plan.					
ELLL - Margam Park - PI/739 - To increase wedding booking at The Orangery.			77.00	55.00	 Green
New performance indicator for 2022/23					
Target exceeded					

PI Title	Qtr. 3 Actual 20/21	Qtr. 3 Actual 21/22	Qtr. 3 Actual 22/23	Qtr.3 Target 22/23	Perf. RAG
ELLL - Physical Activity & Sport Service - PI/718 - School Sport Survey hooked on sport.			46.00	50.00	 Red
<p>Excellent results in comparison with other local authorities in Wales. Highest attendances in the three key areas of attendance compared to other authorities in Wales.</p> <ul style="list-style-type: none"> Community Club Participation Hooked on Sport. Participation 3 x or more per week Welsh Average is 64.6%, NPT is 71.6% Neath Port Talbot Hooked on Sport: Participation 3 x or more per week Welsh Average 39.5% compared to NPT at 46% Sports club membership Welsh average 54.4% compared to NPT which is 63.9% (as at Sept 21). <p>Target of 50% was set pre –Covid based on 2018/19 actual results. Due to the pandemic no survey has been undertaken for 4 years.</p>					
ELLL - Theatres - PI/560 - Number of visits to our theatres		83802.00	144655.00		 n/a
<p>Audiences are returning, excellent attendances for pantos.</p>					
<h3>2.2.4 SRP - Wellbeing Objective 4 – Jobs and Skills</h3>					
ELLL - Communities for Work - PI/581 - priority 1 (age 25+): number of people helped to gain training, volunteering, work experience or sustainable employment		44.00	38.00	66.00	 Red
<p>This programme ends in March 2023.</p> <p>P1 (25+) continues to be hard to engage with, but some users have benefited from the activities and events the Local Authority have run. (e.g.) Parents within the schools have engaged making wreaths for Christmas and these parents are the ones that previously have not engaged, so it has been worthwhile having those parents come in, meet the teams and know that they will be able to access help. Some have signed up for our Adult Learning courses and are looking to improve on their basic skills to educate their children.</p>					
ELLL - Communities for Work - PI/582 – Priority 3 (age 16-24): number of people helped to gain training, volunteering, work experience, full time education or sustainable employment		128.00	111.00	108.00	 Green
<p>This programme ends in March 2023.</p> <p>Priority 3 continued to engage with joint activities and events with CfW+, our young people benefited from recruitment events, mini job fairs and lifeguard training.</p>					

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PI Title	Qtr. 3 Actual 20/21	Qtr. 3 Actual 21/22	Qtr. 3 Actual 22/23	Qtr.3 Target 22/23	Perf. RAG
ELLL - Communities for Work - PI/583 – Programme for age 16+: number of people helped to gain training, volunteering, work experience, sustainable employment or those who are "in work poverty"		346.00	440.00	225.00	 Green
Lots of engagement activities and events throughout Q3. These include Recruitment events, SIA Training, CSCS Training, Barista Training, First Aid, Fire Safety Awareness as well as coffee mornings in local primary schools for parents. Our Opportunity Hub finally opened at Aberafan Shopping Centre and created a Warm Hub space for those needing somewhere to go.					

Mae'r dudalen hon yn fwiadol wag



Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

Tudor
Dennis

Performance Indicators

Neath Port Talbot Council

Appendix 2 - Education, Leisure & Lifelong Learning - Compliments & Complaints - Quarter 3 (1st April - 31st December) - 2022/23



Print Date: 08-Feb-2023

How will we know we are making a difference (01/04/2022 to 31/12/2022)?

PI Title	Qtr. 3 Actual 20/21	Qtr. 3 Actual 21/22	Qtr. 3 Actual 22/23	Qtr.3 Target 22/23	Perf. RAG
EDUCATION LEISURE & LIFELONG LEARNING					
PI/256 - Education, Leisure & Lifelong Learning Directorate-- % of closed complaints at stage 1 that were upheld in the financial year	0.00	25.00	0.00		
There have been eight stage 1 complaints so far this year. Six concerned home to school transport, one concerning fishing at Margam Park and one concerning a booking at the Princess Royal theatre and all were not upheld.					
PI/257 -Education, Leisure & Lifelong Learning Directorate - % of closed complaints at stage 2 that were upheld/partially upheld in the financial year	0.00	0.00	25.00		
There has been three stage 2 complaint for Quarter 3, one concerning school transport and one concerning fishing at Margam Park which were not upheld. There was one complaint upheld concerning a booking at Princess Royal theatre and the cancelling of an event due to the Proclamation announcement were a full refund was given. The council contracts are now being altered to include these unpredicted events.					
PI/258 -Education, Leisure & Lifelong Learning Directorate - % of closed complaints dealt with by the Public Services ombudsman that were upheld/partially upheld		0.00			
There have been no complaints referred to the Ombudsman for Quarter 3 - 22/23, 21/22 or 20/21					
PI/259 - Education, Leisure & Lifelong Learning Directorate - Number of compliments received from the public	1.00	6.00	25.00		
There have been 25 compliments in the first 9 months (April 22 – Dec 22). 3 for Margam Park: positive feedback concerning an event and the park in general, 14 for the Orangery all concerning wedding or events, 4 for the Princess Royal Theatre for their help and support during events, 2 for the Data Unit for speedy/accurate response, 1 for The Children and Family Team for the help and support supplied and 1 for School Admissions Team for their support with an application.					

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Education Skills and Wellbeing Cabinet Board

16th March 2023

REPORT OF HEAD OF EDUCATION SUPPORT SERVICES AND TRANSFORMATION RHIANNON CROWHURST

MATTER FOR INFORMATION

WARDS AFFECTED: All

IMPLEMENTATION OF UNIVERSAL PRIMARY FREE SCHOOL MEAL ROLLOUT

Purpose of report

1. To provide information on the progress to date of the implementation of the universal primary free school meal (UPFSM) rollout in Neath Port Talbot.

Executive summary

2. In July 2022 Welsh Government announced its intention that all primary school children in Wales will get free school meals by 2024.
3. In Neath Port Talbot, catering staff have worked extremely hard, in collaboration with the primary and special school leaders, to ensure that the rollout has been as prompt as possible, resulting in learners being able to access UPFSM well ahead of the proposed schedule.
4. Neath Port Talbot Catering Services offered all reception age pupils UPFSM at the start of the autumn term, 5th September 2022 and were 1 of 8 Authorities in Wales to implement the rollout of UPFSM to all Foundation Phase pupils in the autumn term, rolling out to Year 1 and Year 2 on 7th November 2022.
5. As the roll out has proved to be successfully implemented, Neath Port Talbot catering staff have pushed ahead with further implementation, and year 3 and 4 pupils are expected to be able to

access the offer following the Easter holidays this year on 17th April 2023, subject to Welsh Government approval.

Background

6. In July 2022 Welsh Government announced its intention that all primary school children in Wales will get free school meals by 2024. This commitment was in response to the rising cost-of-living pressures on families and the government's ambitions of tackling child poverty and ensuring no child goes hungry in school. The Welsh Government has stated it is committed to implementing the scheme as quickly as possible.
7. The Welsh Government recognise that there are also wider benefits of free school meals, including promoting healthy eating across the school, increasing the variety of food learners can eat, improving social skills at mealtimes, as well as improving behaviour and attainment.
8. The policy is part of the Co-operation Agreement between the Welsh Government and Plaid Cymru, which will see free school meals extended to all primary school pupils over the next three years.
9. The proposed Welsh Government timetable is as follows
 - September 2022 - learners offered universal free school meals in reception
 - April 2023 - learners offered free school meals in reception, year 1 and year 2
 - Schools that are able to deliver free school meals to learners in years 1 and 2 (in addition to reception) can do so from September 2022
10. The scheme is funded at a rate of £2.90 per pupil; this fully covers the cost of producing a school meal. With the recent increase in food prices and staff salaries WG are reviewing this unit rate to ensure it is still sufficient.
11. In addition, funding has been provided for both the preparation of the scheme rollout and capital works to ensure kitchens are equipped and capable of producing the required level of meals.

Implementing the roll out

12. During the summer 2022 Neath Port Talbot catering staff worked to ensure that this scheme became a possibility. Early engagement was established with local stakeholders, including pupils, families and delivery partners to better understand behaviours that could impact on the delivery of an offer of a free school meal and the level of take up.

13. Actions included -

- Undertaking an exercise to look at the uptake of meals (2019/2020 pre Covid) and pupil numbers on roll. Looked at each schools free school meal and paying uptake to forecast the number of potential additional meals.
- Liaised with head teachers individually to discuss the impact on the school day/duration of the lunchtime service/lunchtime supervision/curriculum/hall availability as some schools had reduced their lunchtime.
- Liaised with food suppliers to establish if they would be able to deliver additional food volume. Reviewed the food chain/ supply, their structure and staff availability. Identified the possibility of additional delivery days and cost implications.
- Established availability of foods for specialist diets and sourced. Undertook additional requests for special diets tailor made to pupils
- Arranged face to face cooks meetings informing cooks of the changes and the rollout schedule.
- Reviewed the menu in line with the Current Welsh Government Regulations and or any future changes. Nutritionally analysed the menu for the Certificate of Compliance.
- Liaised with suppliers of kitchen equipment and light equipment and uniform to secure supply and ordered additional equipment and uniforms.

14. Additionally the catering manager carried out audits of school infrastructure (including kitchen and dining facilities) workforce and contractual arrangements to better understand the existing capacity and identify where there would be need for future development/investment. This involved -

- Looking at the kitchen infrastructure across the 60 sites and analysing current meal uptake and potential uptake. Carried out site visits.
- Set up a project working group with all partners and internal partners.
- Expedited two schemes already identified for new build and refurbishment - Coedffranc Primary School and Baglan Primary School – which would be critical to the delivery of the service and increased uptake.
- Looked at the potential of a kitchen at Central Primary School, Foundation Phase site, as they currently transport a meal in from Baglan Kitchen.
- Requested all maintenance reports from the maintenance contractor, currently Lorne Stewart, so an up to date inventory of all the kitchen equipment, serial and model numbers was received and produced an AMS inventory as a base for planning.
- Engaged and met with our mechanical and electrical team to ascertain electrical capacity at each kitchen and set up a project group.
- Completed an Inventory of Dining Furniture and identified further requirements for full capacity in the dining halls.
- Established where any facility is unable to produce the increase in meals and looked at alternative solutions - regen ovens, kitchen pods, extensions, new builds, refurbishments and service provision.
- Looked at the staffing rationale of all lunch time staff 200 + and engaged with staff to inform them of any changes.
- Reviewed risk assessments in line with current Covid restrictions/guidelines.
- Provided the mandatory training for newly recruited catering staff.
- Looked at posts in relation to numbers cooking and carried out an exercise to identify if additional staff/staffing hours were required.
- Engaged with stakeholders and HR to ensure the increase in staffing requirements would be met to run the service efficiently.
- Liaised with HR on additional workload due to the safe recruitment of staff and HR processes involved.
- Advertised posts, interviewed and appointed in line with the Safe Recruitment Policy and Procedure.

- Looked at Inventories of kitchen light equipment and supplied additional items that were required which included saucepans, trays, plates, bowls, beakers, and cutlery.
 - Liaised with our internal Trade Waste Services to identify any additional pickups in relation to waste food. Ordered any additional bins and caddies that were required.
15. In line with Welsh Governments announcement, Neath Port Talbot started providing free school meals to all reception aged children in September 2022. Initially take up was slightly lower than anticipated, however this soon increased.
16. Prior to UPFSM the daily average meals July 2022 were 4469. With the introduction of reception UPFSM Sept meals increased to 4953.
17. With the initial success of the roll out, it was agreed that year 1 and year 2 pupils would be able to access the offer from November 7th 2022.
18. The average daily number of UPFSM pupils accessing the offer from 7th November were

Reception	680
Year 1	600
Year 2	650
Total Average daily UPFSM meals	1930

Our current school meal take up is averaging 6000 meals per day (reception to year 6 primary pupils and special school pupils).

19. As the roll out has proved to be successfully implemented, Neath Port Talbot catering staff have pushed ahead with further implementation, and year 3 and 4 pupils are expected to be able to access the offer following the Easter holidays this year on 17th April 2023, subject to Welsh Government approval.

Financial Impacts

20. Revenue grant Funding allocation for 2022/23 of £855,737k has been allocated to Neath Port Talbot, with monthly claims being submitted to WG in arrears for meals provided.

21. Additionally we have received a capital grant of £1,554,885 intended for work to kitchens, additional equipment etc. The intended purpose of the grant funding is to ensure that all primary children have access to free healthy and nutritious meals at school.
22. Welsh Government are currently reviewing the rate received per meal to ensure the funding is sufficient due to increases in both food costs and staff wages. The agreed rate of £2.90 per meal previously provided us with a surplus over costs, but the increases in food costs and staff wages will now mean that we will cover our costs; any further increases will require additional funding from WG, however there is no immediate cause for concern to our budget at present.
23. Although we have not yet received the grant allocation for UPFSM 2023/24 we anticipate funding from WG to continue based on the unit rate and the expected number of pupil take up.

Capital Works

24. As the programme has been gradually rolled out across the primary schools it has become apparent that some school kitchens do not have the necessary equipment or space available to be able to cater for a significantly greater number of children now eligible to receive free school meals. As a result, a number of small and larger scale schemes for kitchen replacement, remodelling and refurbishment have been identified and are planned for within the schools capital maintenance programme.
25. To date work has been carried out to refurbish kitchens including upgrading electrics, new equipment, additional storage etc.
26. Purchase of heavy equipment including ovens, refrigerators, freezers, electric hot plates, mobile serving counters, food preparation tables, trollies. Installation of these products and input and/or adaption/upgrade of electricity supplies/additional electrical sockets has also taken place.

Integrated Impact Assessment

27. There is no requirement for an integrated impact assessment as this report is for information purposes only.

Valley Communities Impacts

28. There is no specific impact on valley communities as result of this report.

Workforce impacts

29. There has been a positive impact on the workforce as a result of the UPFSM rollout, as more staff have been required to enable the programme to be carried out successfully.

30. To date 26 additional staff have been recruited and 38 staff have had an increase to their weekly hours.

31. As UPFSM continues to roll out we will be recruiting additional staff and awarding current staff with additional hours assessed on the needs of the service.

32. Work is currently underway for the recruitment of additional staff that will be needed for the rollout of Years 3 and 4.

Legal impacts

33. There are no direct legal impacts associated with this report.

34. The Healthy Eating in Schools (Wales) Measure 2009 requires local authorities and governing bodies to take action to promote healthy eating and drinking by pupils in maintained schools. Within the Measure is the requirement that local authorities and governing bodies that provide school meals or milk to encourage take-up, and take reasonable steps to ensure every pupil entitled to receive school meals and milk free of charge does receive them.

Risk management

35. There are a number of risks associated with the UPFSM rollout.

These include –

- Withdrawal of funding
- Staff recruitment and retention
- Noncompliance of regulations in kitchens
- Food supplies to comply with regulations
- Parent/Guardian expectations

- Capacity to manage and deliver construction projects

36. Recruitment and retention is a particular risk in the current climate, as there have been significant difficulties in recruiting new staff. A number of steps have been taken to try and improve recruitment and mitigate the risk, including

- Attending job fairs
- Visiting local catering college
- Letterbox drop
- Social media campaign
- Regular information on Council webpage
- School text messaging service
- Weekly staff letter identifying areas where we have difficulty recruiting.
- Job centre advertising.
- School vacancy bulletins

37. Meeting the appropriate regulations around food and kitchens is a constant risk, however the following actions are regularly undertaken

-

AMS train and induct all new staff and refresh all catering staff in line with Food Safety Regulations.

Cooks meetings and regular engagement.

Safe Catering Documentation.

HACCP (hazard analysis and critical control points) documentation is completed daily.

Risk Assessments.

Risk perception training

COSHH (control of substances hazardous for health) assessments.

Cooks undertake allergen training. Individual menus are compiled for the pupil in conjunction with parents/carers and care plans.

Only approved food suppliers are used.

Yearly kitchen equipment maintenance.

Gas testing.

Portable Appliance Testing (PAT) and electrical testing.

Yearly maintenance of dining furniture.

Bi annual deep cleaning of all kitchens.

Segregated kitchen areas and equipment for the preparation of allergen meals.

Separate preparation area and equipment for raw food to prevent cross contamination.

Continual supervision and monitoring and Inspections by management.
Visits and inspections from Environmental Health Officers and Trading Standard officers.

38. The catering manager and her team continue to work with schools and parents/guardians to ensure that there is clear communication and that any queries or concerns are swiftly dealt with. This helps to manage expectations and ultimately provides a better service for schools and pupils.
39. The additional construction work required for some of the larger projects is already presenting challenges due to difficulties in workforce supply, and delays or shortages of building materials. This creates a risk to the council of potentially not being able to spend grant funding within the required timeframe, and is a common concern across all local authorities at this time. The capacity for managing larger projects is also a risk to the roll out.
40. The programme would not be possible without Welsh Government funding; currently there is no indication that this will not be continued at least for the immediate future.

Consultation

41. There is no requirement under the Constitution for external consultation on this item.

Recommendation

42. It is recommended that members note the content of the report on the roll out of the UPFSM programme.

Implementation of the decision

N/A

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Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Education, Skills and Wellbeing Cabinet Board
Thursday 16th March 2023

Report of the Head of Education Development – Christopher Millis

Matter for Information

Wards Affected:

All Wards

Report Title: Neath Port Talbot Professional Learning Strategy (Summary)

Purpose of the Report:

To provide Members with a summary of the Neath Port Talbot Professional Learning Strategy.

Executive Summary:

The report provides detail of Neath Port Talbot Professional Learning Strategy and the progress to date.

Background:

We are committed to supporting teachers through professional learning from the time they decide to become teachers through their whole career. For this reason, we aim to ensure the induction and early career support arrangements for teachers in their first years of teaching continues to support teaching assistants as well as teachers. We invest in our national approach to professional learning, educational research and enquiry, and coaching and mentoring which enables teachers to experience a wide range of forms of learning and development. As well as these activities and investments, we continue to support the development of teaching practice in our schools through the Professional Standards and the NPT teaching and learning strategy, and through our support for collaborative learning and the national exploration of pedagogy. We have made and will continue to make significant investments in digital learning resources to support teachers' and others' professional learning journeys, and will continue to provide

financial resources to support schools' engagement in professional learning and additional INSET time. As a result of our own self-evaluation as a learning organisation we recognise the need to engage with a wide range of higher educational establishments to enhance our learning and evaluate the impact on learning in NPT schools as we continue to grow as a learning organisation.

Actions undertaken

Name of Programme	Provider / Supported by	Participants
System Leadership in action	Caterpillar- business psychologists	Education Support Team
Collaborative Enquiry Programme	Cardiff University	Head teachers/ Senior Leaders/ Teachers and Education Support Officer's
National Professional Enquiry Project (NPEP)	Trinity St Davids University	Schools across the Local Authority- teachers, middle leaders and senior leaders.
Let's Think	Swansea University and Let's Think Cognitive acceleration Let's Think (letsthink.org.uk)	Teachers and middle leaders
Principles and Objectives of the Curriculum for Wales.	NPT support team	Teaching assistants across NPT
CAMAU workshops- Progression and Assessment	NPT support team in line with National objectives.	All schools NPT
Pedagogy at the heart of improved learning and teaching.	NPT support team	Targeted group of teachers/middle leaders within NPT
Foundation Learning – the gateway to the New Curriculum	NPT support team	Education Support Team and Head Teachers initially.
Newly Qualified Teachers induction and Professional Learning (NQTs)	NPT support team	Newly Qualified Teachers
Aspiring Head teacher, Senior and Middle Leaders programmes	Partneriaeth and NPT support team	School leaders

Evaluation of Progress of the Professional Learning Strategy

Name of Programme	Evaluation of impact to date
<i>System Leadership in action</i>	The programme has allowed the team to revisit the vision and purpose of the service in supporting schools and ensuring an effective and aligned programme of support and development. The programme structure has supported the team to continue to develop a strong ethos of trust, cooperation and collaboration. It has also provided some key insights into systems, strategies and processes that can support officers to strategically plan, to influence the system, to evaluate and to work creatively.

	<p>This programme is due to be completed Spring 2023 and a formal evaluation will be completed at the end of the programme.</p>
<p><i>Collaborative Enquiry Programme</i></p>	<p>The programme has supported leaders and teachers to develop their understanding of enquiry and how this has the potential to directly impact on their daily practice in schools, on learners and the wider system.</p> <p>8 schools (1 HT and another staff member from each school) and 3 Education Support Officers have been involved in this programme.</p> <p>This programme is due to be completed in the Summer of 2023 and there will be a sharing event in July and formal evaluation at this time.</p>
<p><i>National Professional Enquiry Project (NPEP)</i></p>	<p>This strategy has been in place for a number of years now but this year has grown to include a much larger number of schools across NPT. This enquiry programme allows schools to identify areas of enquiry and to develop a framework that can be shared and easily understood by others.</p> <p>NPT 6 schools who are identified as being extremely effective and these schools have taken a lead role in supporting the new schools.</p> <p>Within this programme there are whole cluster enquiry projects, Specific areas of interest projects and across cluster working in the Welsh medium, English medium and faith schools.</p> <p>Each group of schools is also supported by a University Lead practitioner.</p> <p>The current programme will be completed Summer 2023 and projects are shared nationally and locally.</p>
<p><i>Let's Think</i></p>	<p>9 schools are involved in this programme and two practitioners from each school work together to develop their practice in the teaching of Mathematics.</p> <p>This programme will be evaluated at the end of the programme and this will be available to influence future practice.</p>
<p><i>Principles and Objectives of the Curriculum for Wales.</i></p>	<p>This programme for Professional Learning for teaching assistants is in its infancy but it has been very well received and will be evaluated at midpoint to review the delivery model – face to face /remote</p>
<p><i>CAMAU workshops- Progression and Assessment</i></p>	<p>This is a national programme that has been developed to align with the needs of schools in NPT in terms of assessing progress. The attendance at the events has been excellent and 100% of schools have engaged with the programme.</p> <p>The programme will come to an end Summer 2023 and will be evaluated.</p>
<p><i>Pedagogy at the heart of improved learning and teaching.</i></p>	<p>This is a programme of Professional Learning that has started initially as a pilot project led by 2 from the NPT team with 16 practitioners with the aim of the practitioners being able to build capacity within the system and share the practice across schools and clusters.</p>

	<p>This pilot will lead to the appointment of 2 Teaching Support Officers who will then work with the Teachers Development Officer and School Support Officer to deliver this programme to all schools as necessary.</p> <p>This programme will be evaluated at key points and these evaluations will feed into the next steps of the programme.</p>
<i>Foundation Learning – the gateway to the New Curriculum</i>	<p>This programme for Professional Learning will be delivered in stages including the Education Support Officer team, Head teachers, Governors and practitioners. The training has been on going as the Welsh Government strategy has changed and been introduced. This programme will be delivered to the Foundation Leads and will be shared in schools with practitioners at all levels. This programme includes the overview of the new baseline assessments.</p>
<i>Newly Qualified Teachers induction and PL</i>	<p>This programme is a national programme led by one of the Teacher development Officers. The Newly Qualified Teachers have opportunities throughout the year to develop across all areas of the curriculum and receive on-going support as needed.</p>
<i>Aspiring Head teacher, Senior and Middle Leaders programmes and Higher Level Teaching Assistants.</i>	<p>These programmes are national programmes delivered by Partneriaeth, the south west Wales regional consortium. School Support Officers, Head teachers and senior leaders in NPT support the delivery of these programmes with colleagues from the regions. The length of the programmes vary and are evaluated regularly. An increasing number of aspiring Head teachers and teachers are attending these programmes and successfully developing their practice.</p>

Financial Impacts:

No implications

Integrated Impact Assessment:

The Equality Act 2010 requires public bodies to “pay due regard to the need to: eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act;

- There is no requirement for an integrated impact assessment as this is a matter for information

Valleys Communities Impacts:

All Neath Port Talbot schools are included within this report

Workforce Impacts:

No implications

Legal Impacts:

Tudalen70

No implications

Consultation:

‘There is no requirement for external consultation on this item’

Recommendations:

Matter for information. No recommendations are required.

Implementation of Decision:

Matter for information. No decisions are required.

Appendices:

No Appendix

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