



EDUCATION, SKILLS AND CULTURE CABINET BOARD

**IMMEDIATELY FOLLOWING EDUCATION, SKILLS AND CULTURE
SCRUTINY COMMITTEE**

THURSDAY, 25 NOVEMBER 2021

REMOTELY VIA TEAMS

**ALL MOBILE TELEPHONES TO BE SWITCHED TO SILENT FOR THE
DURATION OF THE MEETING**

1. Appointment of Chairperson
2. Welcome and Roll Call
3. Chair's Announcements
4. Declarations of Interest
5. Minutes of Previous Meetings (*Pages 3 - 10*)
 - 14 October 2021
 - 1 November 2021 (Special)
6. Forward Work Programme 2021/2022 (*Pages 11 - 12*)
7. Quarter 2 2021/22 - Quarterly Performance Report (*Pages 13 - 24*)
8. School Admissions Policy (*Pages 25 - 58*)
9. Urgent Items
Any urgent items (whether public or exempt) at the discretion of the Chairperson pursuant to Statutory Instrument 2001 No. 2290 (as amended).

10. Access to Meetings

To resolve to exclude the public for the following items pursuant to Regulation 4 (3) and (5) of Statutory Instrument 2001 No. 2290 and the relevant exempt paragraphs of Part 4 of Schedule 12A to the Local Government Act 1972.

Part 2

11. Family First Commissioning Arrangements
(Exempt under Paragraph 14) (*Pages 59 - 66*)

K.Jones
Chief Executive

Civic Centre
Port Talbot

18 November 2021

Education, Skills and Culture Cabinet Board Members:

Councillors. A.R.Lockyer and P.A.Rees

EXECUTIVE DECISION RECORD

14 OCTOBER 2021

EDUCATION, SKILLS AND CULTURE CABINET BOARD

Cabinet Members:

Councillors: A.R.Lockyer and P.A.Rees (Chairperson)

Invitee: Councillor S.Reynolds (Scrutiny Chairperson)

Officers in Attendance:

R.Crowhurst, C.Millis, I.Guy, P.Walker, A.Spooner-Cleverly, C.Davies and T.Davies

1. **APPOINTMENT OF CHAIRPERSON**

Agreed that Councillor P.A.Rees be appointed Chairperson for the meeting.

2. **MINUTES OF PREVIOUS MEETING**

That the minutes of the meeting held on 2 September 2021, be approved.

3. **FORWARD WORK PROGRAMME 2021/2022**

That the Forward Work Programme be noted.

4. **QUARTER 1 2021/22 QUARTERLY PERFORMANCE REPORT**

Decision:

That the monitoring report be noted.

5. **CHRISTMAS AND NEW YEAR OPENING TIMES 2021**

Decision:

That the Christmas and New Year opening times for 2021/22 for leisure centres, swimming pools, Margam country park, libraries, museums, theatres and community centres within Neath Port Talbot, as detailed in appendix 1 and 2 to the circulated report, be approved.

Reason for Decision:

To ensure that the Council's facilities are available to the public when there is a demand for them to be open, and to enable managers to make appropriate arrangements with front line staff over their annual leave.

Implementation of Decision:

The decision will be implemented after the three day call in period.

6. **WELSH MEDIUM GRANT - OUTLINE PLAN**

Decision:

That, taking into account the Integrated Impact Assessment and summary, as detailed in the circulated report, the submission of an expression of interest application to Welsh Government for Increasing Welsh Medium Provision Capital Grant funding (2022 – 2026), be approved.

Reason for Decision:

To ensure that the Council has the opportunity to benefit from the available Welsh-medium capital grant funding to increase and enhance Welsh-medium provision in the county borough.

Implementation of Decision:

The decision will be implemented after the three day call in period.

7. **ESTYN'S FIVE RECOMMENDATIONS IN RESPONSE TO COVID 19**

Decision:

That the report be noted.

8. **ADULT COMMUNITY LEARNING UPDATE**

Decision:

That the report be noted.

9. **YOUTH SERVICE UPDATE**

Decision:

That the report be noted.

10. **EMPLOYABILITY AND SKILLS PROGRAMMES WITHIN EDUCATION
LEISURE AND LIFE LONG LEARNING**

Decision:

That the report be noted.

CHAIRPERSON

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EXECUTIVE DECISION RECORD

1 NOVEMBER 2021

EDUCATION, SKILLS AND CULTURE CABINET BOARD

Cabinet Members:

Councillors: A.R.Lockyer and P.A.Rees (Chairperson)

Officers in Attendance:

A.Thomas, I.Guy, R.Crowhurst, C.Davies and T.Davies

1. **APPOINTMENT OF CHAIRPERSON**

Agreed that Councillor P.A.Rees be appointed Chairperson for the meeting.

2. **DECLARATIONS OF INTEREST**

The following Members made declarations of interest at the start of the meeting. They had all been granted dispensations to speak and vote on school matters:

Councillor P.A.Rees	Minute Item 4 – Welsh ineducation Strategic Plan 2022-2023, as he is a Governor at two schools in NPT.
Councillor A.R.Lockyer	Minute Item 4 – Welsh ineducation Strategic Plan 2022-2023, as he is Chair of Governors at Gnoll Primary School and Governor at Castell Nedd.
Councillor S.Reynolds	Minute Item 4 – Welsh ineducation Strategic Plan 2022-2023, as she is a Governor at of YGG Gwaun Cae Gurwen and a Trustee of Canolfan Maerdy incorporating Lots of Tots Childcare.

Councillor R.Mizen

Minute Item 4 – Welsh in education Strategic Plan 2022-2023, as he is a Governor at Cwmavon Primary School and Ysgol Cwm Brombil.

3. **FORWARD WORK PROGRAMME 2021/2022**

That the Forward Work Programme for 2021/2022 be noted.

4. **WELSH IN EDUCATION STRATEGIC PLAN 2022-2032**

Members noted a typing error within the recommendation of the report on page 13 of the bundle – it read “Having had due regard to the Integrated Impact Assessment, it is recommended that members approve consultation on the draft WESP, with consultation to take place from 5 November 2021 to 7 January 2022 in order to 2022-2032. “ The words ‘in order to 2022-2032’ would be removed, as reflected in the decision below:

Decision:

That having had due regard to the Integrated Impact Assessment, consultation on the draft Welsh in Education Strategic Plan 2022-2032, with consultation to take place from 5 November 2021 to 7 January 2022, be approved.

Reason for Decision:

To comply with the consultation requirements imposed upon the Council by Section 84 of the School Standards and Organisation (Wales) Act 2013 and the WESP (Wales) Regulations 2019.

Implementation of Decision:

The decision will be implemented after the three day call in period.

Consultation:

This item will be subject to external consultation.

CHAIRPERSON

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Education, Skills and Culture Cabinet Board

Immediately following Scrutiny Committee starting at 2pm

Meeting Date	Agenda Item	Type	Contact Officer
19 Jan 2022	Annual Pupil Attendance Update Report	Information	Chris Millis/ John Burge
	Library Performance Report	Information	Wayne John/ Rhiannon Crowhurst
	WESP (Following Consultation)	Decision	Rhiannon Crowhurst
	Additional Learning Needs Reform	Information	Hayley Lurvey
	Update on the Emotional Literacy Support Assistants (ELSA) Programme	Information	Hayley Lurvey/ Carys John/ Zoe Ashton Thomas
	Regional Support for Schools	Information	Chris Millis

Meeting Date	Agenda Item	Type	Contact Officer
17 February	Quarter 3 2021/22 Quarterly Performance Report	Monitor	Shaun Davies
	Annual Pupil Performance Update Report	Information	Chris Millis
	Margam Park Funding Arrangements	Decision	Paul Walker
	Think Family Partnership Update	Information	Hayley Lervey
	Childcare in Schools	Decision	Angeline Spooner Cleverly/ Hayley Lervey
31 March			



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 Culture Cabinet Board

25 November 2021

Report of the Head of Education Development Chris Millis

Matter for Monitoring

Wards Affected: All Wards

Report Title

Quarterly Performance Management Data 2021-2022 –
Quarter 2 Performance (1st April 2021– 30th September 2022)

Purpose of the Report:

To provide members with quarter 2 performance management data, complaints and compliments for the period 1st April 2021 to 30th September 2022 for Education, Leisure and Lifelong Learning Directorate. This will enable the ESC Cabinet Board to discharge their functions in relation to performance management.

Executive Summary:

The report provides education results and assessments at KS4. Attendance and exclusion 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 2 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 2 performance for 2019/20, 2020/21 & 2021/22. The target provided is for the corresponding period.

Appendix 2 provides quarter 2 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:

No implications.

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



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Neath Port Talbot Council

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Performance Indicators





Neath Port Talbot Council







Appendix 1 - Education, Skills and Culture Cabinet Board - Key Performance Indicators - Quarter 2 (1st April - 30th September) - 2021/22








Print Date: 15-Nov-2021



How will we know we are making a difference (01/04/2021 to 30/09/2021)?

PI Title	Actual 19/20	Actual 20/21	Actual 21/22	Target 21/22	Perf. RAG
Organisation					
CP/002 - Number of full day childcare places provided	2325.00	2240.00	2362.00	2400.00	 Amber
The number of places has increased since the end of quarter 1 2021/22 (2,335) to end of quarter 2 (2,362). Registered numbers fluctuate through the year as settings change or vary their registered numbers. The sector is still reacting and responding to the impacts of Covid which continues to affect how they operate. Even when we have 'new developments' opening, there are others who deregister at the same time therefore affecting total registered places.					
CP/005 - PAM/007 - Percentage of pupil attendance in primary schools	94.02	93.33	91.18		 NA
2021/22 data is for the 2020/21 academic year. Pupil attendance continues to be affected by the Covid-19 pandemic. Whilst the number of pupils returning to school have been excellent, continued attendance has been intermittent for some who have either been required to self-isolate at home; isolate whilst waiting for the results of a PCR test or for those pupils who have contracted Covid themselves. Welsh Government have removed the need for schools and local authorities to set attendance targets for the second year running. No target set in the 2021/23 Corporate Plan due to Covid-19.					
CP/006 - PAM/008 - Percentage of pupil attendance in secondary schools	93.46	92.01	87.88		 NA
2021/22 data is for the 2020/21 academic year. Pupil attendance continues to be affected by the Covid-19 pandemic. Whilst the number of pupils returning to school have been excellent, continued attendance has been intermittent for some who have either been required to self-isolate at home; isolate whilst waiting for the results of a PCR test or for those pupils who have contracted Covid themselves. Welsh Government have removed the need for schools and local authorities to set attendance targets for the second year running. No target set in the 2021/23 Corporate Plan due to Covid-19.					
CP/007 - PAM/033 - Percentage of pupils assessed in Welsh at the end of Foundation phase	16.63			15.80	 NA
Foundation Phase assessments were not undertaken for 2021/22 (2020/21 academic year) or 2020/21 (2019/20 academic year) due to COVID-19. Data for 2019/20 (16.63%) relates to 2018/19 academic year.					

PI Title	Actual 19/20	Actual 20/21	Actual 21/22	Target 21/22	Perf. RAG
CP/008 - PAM/034 - Percentage of year 11 pupils studying Welsh first language	11.40			11.70	 NA
Data for the 2020/21 academic year reported in quarter 3 2021/22					
CP/014 - Percentage of 11 - 19 year olds in contact with the Youth Service (measured cumulatively over the financial year - quarterly)	21.72	3.48	14.69	14.00	 Green
At the end of quarter 2 the youth service reach with 11-19 year olds was 2,206 which equates to 14.69% of the 11-19 populations. The youth service contacts are still down due to the effects of the pandemic.					
CP/072 - Number of visits to our theatres	133276.00		31232.00		 NA
There has been a fall in visitor numbers to theatres compared to quarter 2 2019/20 figure due to COVID-19. No data available for quarter 2 2020/21 and no target set in the 2021/23 Corporate Plan due to COVID-19.					
CP/073 - PAM/040 - Percentage of quality Indicators achieved by the Library Service					 NA
Data reported in quarter 3 2021/22 - No target set in the 2021/23 Corporate Plan due to COVID-19.					
CP/074 - PAM/017 - Number of visits to leisure centres per 1,000 population	3831.73		1253.13		 NA
There has been a fall in visitor numbers to leisure centres per 1,000 population compared to quarter 2 2019/20 figure due to COVID-19. The figure is increasing steadily and has doubled from quarter 1 2021/22. No data available for quarter 2 2020/21 and no target set in the 2021/23 Corporate Plan due to COVID-19.					
CP/108- PAM/032 - Capped 9 score				345.00	 NA
Data for the 2020/21 academic year reported in quarter 3 2021/22.					

2019

PI Title	Actual 19/20	Actual 20/21	Actual 21/22	Target 21/22	Perf. RAG
CP/116 - Communities for Work – priority 1 (age 25+): number of people helped to gain training, volunteering, work experience or sustainable employment			31.00	43.00	 Red
<p>Priority 1 continues to be those hardest to reach for engagements and employment, reflected across Wales. Mentors are noticing that participants need much more support on programme. However those that go into employment, are in sustainable employment.</p> <p>New indicator for 2021/22.</p>					
CP/117 - Communities for Work – Priority 3 (age 16-24): number of people helped to gain training, volunteering, work experience, full time education or sustainable employment			89.00	22.00	 Green
<p>Priority 3 continues to exceed targets for the programme - our young people on the programme are quicker to engage and react to the jobs market.</p> <p>New indicator for 2021/22.</p>					
CP/118 - Communities for Work Plus – Programme for age 16+: number of people helped to gain training, volunteering, work experience, sustainable employment or those who are in “in work poverty			182.00	150.00	 Green
<p>Referrals continue to come into the programme, and we are now able to see limited numbers of vulnerable individuals face to face. Engagements are also slowly becoming more face to face within our Communities, but there is still an element of caution due to Covid-19.</p> <p>New indicator for 2021/22.</p>					
ELLL - EDU/015a - The percentage of final statements of special education needs issued within 26 weeks including exceptions. (measured over the calendar year - quarterly)	61.47	35.80	30.97	36.00	 Red
<p>30.97% - 35 statements issued within the 26 week timescale (including exceptions) out of a total of 113 possible statements. The effects of the pandemic are continuing to have an adverse impact on the LA’s duty to meet the statutory timescales. This is primarily because professionals, particularly those in Health, are unable to provide the Advice requested within the given timeframe.</p>					
ELLL - EDU/015b - The percentage of final statements of special education needs issued within 26 weeks excluding exceptions. (measured over the calendar year - quarterly)	95.71	100.00	100.00	100.00	 Green
<p>100% - 35 statements issued within the 26 week timescale (excluding exceptions) out of a total of 35 possible statements. This figure exemplifies that when there are no delayed advices from professionals, the team is able to effectively meet the 26 weeks statutory timescale.</p>					

PI Title	Actual 19/20	Actual 20/21	Actual 21/22	Target 21/22	Perf. RAG
ELLL - LCL001 - The number of visits to public libraries during the year, per 1,000 population (measured cumulatively over the financial year - quarterly)	2625.03		884.16	2600.00	 Red
Visitors to the library have continued to increase each month since April, boosted in August by a successful Summer Reading Challenge campaign. Even though events and activities at libraries have resumed Covid guidelines mean that numbers at these events are restricted. Therefore the Library Service remains unable to operate its full programme which has impacted adversely on visitor numbers.					
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				50.00	 NA
Data for the 2020/21 academic year reported in quarter 3 2021/22.					

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Neath Port Talbot Council

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Performance Indicators

Neath Port Talbot Council

Appendix 2 - Education, Leisure and Lifelong Learning - Compliments & Complaints - Quarter 2 - (1st April - 30th September) - 2021/22



Print Date: 15-Nov-2021

How will we know we are making a difference (01/04/2021 to 30/09/2021)?

PI Title	Actual 19/20	Actual 20/21	Actual 21/22	Target 21/22	Perf. RAG
Organisation					
PI/256 - Education, Leisure & Lifelong Learning Directorate-- % of complaints at stage 1 that were upheld	0.00	0.00	0.00		
There have been three stage 1 complaints so far this year. Two concerning home to school transport and one for Strategic School Improvement Programme (SSIP) Service. All three complaints were not upheld.					
PI/257 -Education, Leisure & Lifelong Learning Directorate - % of complaints at stage 2 that were upheld/partially upheld		0.00			
There have been no stage 2 complaints for Quarter 2 - 21/22 or Q1 – 19/20.					
PI/258 -Education, Leisure & Lifelong Learning Directorate - % of complaints dealt with by the Public Services Ombudsman that were upheld/partially upheld	100.00				
There have been no complaints referred to the Ombudsman for Quarter 2 - 21/22 or 20/21					
PI/259 - Education, Leisure & Lifelong Learning Directorate - Number of compliments received from the public	76.00		1.00		
There has been one compliments in Q2 - many services are still affected by COVID					

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

EDUCATION SKILLS AND CULTURE CABINET BOARD

25 November 2021

**Report of the Head of Education Development –
C.Millis**

MATTER FOR DECISION

WARDS AFFECTED – ALL WARDS

ADMISSION TO COMMUNITY SCHOOLS: 2023/2024

Purpose of Report

1. To obtain Education Skills and Culture Cabinet Board approval to consult on the admission arrangements for community schools in relation to the 2023/2024 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 2022 its admission arrangements in relation to the 2023/2024 academic year.
3. Proposed admission arrangements that detail the procedures to be followed when allocating school are attached as appendix A. It is these proposed arrangements that are to be consulted upon. These arrangements are the same as the previous year.
4. These proposed arrangements conform to the legislative requirements and the good practice guidelines set out in the Welsh Government's School Admissions Code, 2013.

Background

5. 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.
6. 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

Proposed admission arrangements for consultation

7. The proposed admission arrangements for consultation are attached as Appendix A. These arrangements are the same as the previous year.
8. 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.

Consultation

9. The Council, as local authority is required to consult each year on the admission arrangements for those schools which it is the admission authority.
10. 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.
11. The requirements of consultation are set out in the Welsh Government's School Admissions Code³.
12. 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.
13. In addition, the Council should also consult the Admission Forum for the relevant area. The consultation process will cease on 31st January 2022.

Financial Impact

14. 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.
15. 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

16. 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.

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

Workforce Impact

17. 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

18. 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.
19. In relation to the specific purpose of this report, there is a legal requirement that school admission arrangements must be determined by 15th April 2022.

Risk Management

20. 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 their admission arrangements, and to offer places within timeframes and deadlines specified by legislation.
21. The proposed admission arrangements recommended for consultation 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

22. To approve for consultation the proposed 2023/2024 community schools admission policy.

Reasons for the Proposed Decision

23. 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

24. 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, 2023/2024

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 (Objections to Admission Arrangements) (Wales) Regulations 2006
- e. Education (Relevant Areas for Consultation on Admission Arrangements) Regulations 1999
- f. School Admissions (Common Offer Date) (Wales) regulations 2013
- g. The Education Act 2002 (Commencement No.8) (Wales) Order 2006

Officer Contact

Mrs H Lewis, School Admissions.
h.lewis@npt.gov.uk Tel: 01639 763580.

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Admission to Community Schools 2023/2024

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 2023/2024 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 2023/2024 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 2023/2024' which will be available to parents in October 2022, 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 2023/2024' 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/ 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)

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.

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 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. Parents may defer entry until the term following their child's fifth birthday. 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 25th November 2022.

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 2023 and primary phase education place on 17th April 2023.

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/ 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 **12th May 2023**. 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.

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

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.

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.

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

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/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 **24th March 2023**. 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 **24th March 2023**. 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 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.

8. 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.

9. 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 **12th May 2023**. 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

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.

oversubscription.

10. 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)

Schedule of Events
Community Schools
Secondary Phase Education & Sixth Form Admission 2023/24

3rd October 2022

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

25th November 2022

Closing date of submission of Admission Application Forms

Applications processed

1st February 2023

Children with statements of special educational needs/idp have placements confirmed.

1st March 2023

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

24^h March 2023

Appeals against refusal to admit

Schedule of Events
Community Schools
Primary Phase Education Admission 2023/24

3rd October 2022

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

25th November 2022

Closing date of submission of Admission Application Forms
Applications processed

1st February 2023

Children with statements of special educational needs/idp have placements confirmed.

17th April 2023

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

12th May 2023

Appeals against refusal to admit

Schedule of Events for
Community Schools
Nursery Class Admission 2023/24

3rd October, 2022

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

10th March 2023

Closing date of submission of Admission Application Forms
Applications processed

5th May 2023

Parents and schools informed of allocation of nursery places.

**Partner Community Schools
(Indicative list as at 01/09/21)**

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, Glyncorwg 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.

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 2021**

Name of school	Primary Phase Admission Number
Abbey Primary	53
Alderman Davies CIW Primary	59
Alltwn 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

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

St Therese's Primary	28
Tairgwaith Primary	21
Tonnau Primary	30
Tywyn Primary	52
Waunceirch 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

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

Impact Assessment - First Stage

1. Details of the initiative

Initiative description and summary: A policy to set out the admission arrangements for community schools in Neath Port Talbot in respect of the 2023/2024 academic year, in accordance with the Education (Determination) of Admission Arrangements) (Wales) Regulations 2006 and the Welsh Government School Admission Code 005/2013

Service Area: Admission to Community Schools in Neath Port Talbot 2023/2024

Directorate: Education Leisure and Life Long Learning

2. Does the initiative affect:

	Yes	No
Service users	x	
Staff		
Wider community		
Internal administrative process only		

3. Does the initiative impact on people because of their:

	Yes	No	None/ Negligible	Don't Know	Impact H/M/L	Reasons for your decision (including evidence)/How might it impact?
Age	x				L	The policy is in relation to the process and procedure of admitting a pupil, who wishes to access a school place within a community school. Primary education is for those pupils aged between 3-11 years old, only pupils in this age frame may apply for primary education in Neath Port Talbot. Pupils aged between 11-16 years can apply for secondary education. There are two schools in Neath Port Talbot that provide Post 16 education, one school is a faith school, for which the Governing Body of the school is the admission authority and the other is a

						welsh medium community school. There is no English medium community school providing post 16 education, however post 16 education is available via Neath Port Talbot College. In accordance with the Welsh Government School Admissions Code 005/2013 priority in relation to the oversubscription criteria is given to looked after or previously looked after pupils.
Disability	x				L	Each school within Neath Port Talbot has been assessed for accessibility. Any pupil with a disability may be assessed on an individual basis and any relevant modifications, adaptations or reasonable adjustment can be made where applicable. Pupils who are supported by a statement will have a specific school identified and named on the statement .Section 324 requires a maintained school that is named on the statement of SEN to admit the pupil
Gender Reassignment		x				
Marriage/Civil Partnership		x				
Pregnancy/Maternity		x				
Race		x				
Religion/Belief		x				
Sex		x				
Sexual orientation		x				

4. Does the initiative impact on:

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence used) / How might it impact?
People's opportunities to use the Welsh language	x				H	Parents/carers and pupils can request to access via the medium of Welsh or English. Neath Port Talbot provides education, for nursery, primary and secondary pupils both English and Welsh.
Treating the Welsh language no less favourably than English		x			L	Parents/carers and pupils can request to access via the medium of Welsh or English

5. Does the initiative impact on biodiversity:

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence) / How might it impact?
To maintain and enhance biodiversity		X				
To promote the resilience of ecosystems, i.e. supporting protection of the wider environment, such as air quality, flood alleviation, etc.		X				

6. Does the initiative embrace the sustainable development principle (5 ways of working):


	Yes	No	Details
Long term - how the initiative supports the long term well-being of people	X		Neath Port Talbot County Borough Council aspires to deliver an inclusive education service. All community maintained schools have policies in place to prevent racism, harassment and victimisation.
Integration - how the initiative impacts upon our wellbeing objectives	x		Neath Port Talbot CBC continually review educational inclusion. Monitoring the performance of schools
Involvement - how people have been involved in developing the initiative	X		In accordance with the Welsh Government School admission code consultation will be undertaken with neighbouring Local Authorities, Headteachers and governing bodies of all schools within Neath Port Talbot CBC.
Collaboration - how we have worked with other services/organisations to find shared sustainable solutions	X		In accordance with the Welsh Government School admission code consultation will be undertaken with neighbouring Local Authorities, Headteachers and governing bodies of all schools within Neath Port Talbot CBC.
Prevention - how the initiative will prevent problems occurring or getting worse	X		To monitor the oversubscription and other admission criterion against protected groups

7. Declaration - based on above assessment (tick as appropriate):

A full impact assessment (second stage) is not required	X
Reasons for this conclusion	
This is an annual statutory process in accordance with Welsh Government guidelines. Full consultation will be undertaken. There are no changes proposed in this policy compared to previous years.	

A full impact assessment (second stage) is required	
Reasons for this conclusion	

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	Name	Position	Signature	Date
Completed by	Helen lewis	School Admissions Officer	hlewis	16/11/2021
Signed off by	Mr Chris Millis	Head of Education Development		17/11/2021

By virtue of paragraph(s) 14 of Part 4 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

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