

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

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

**on Tuesday, 19 May 2015.**

**6.30 pm – 7.00pm**

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

**Officers Present:** Eifion Evans (Strategic Director for Learning and Partnerships), Nia James (Learning Services), Kay Davies (Democratic Services).

**1 Apologies for Absence**

Barry Rees, Carol Davies and Peter Leggett apologised for their inability to attend the meeting.

**2 Disclosure of Personal Interest**

There were no disclosures of Personal Interest.

**3 Minutes of the Meeting held on 21 October 2014**

It was **AGREED** to confirm the minutes of the meeting held on 21 October 2014 as a correct record.

**4 Matters arising from the minutes**

**9. Ceredigion Behavioural Support Service**

The Chairman stated that he has been appointed as a governor of the PRU. He commended the work of the staff of the unit.

**5 Information Document for Parents**

It was noted that the Information Document for Parents, which is prepared during the summer term, is to be completed by September for publication in November.

**6 Admissions Appeals**

It was noted that no appeals have been received since the last meeting.

**7 Admissions Numbers**

It was noted that projections for the next 5 years are currently being prepared. The figures will be brought to the next meeting.

**8 Admissions Policy**

It was noted that the Admissions Policy was recently approved by Cabinet.

**i. School Attendance**

It was noted that Penalty Notices for irregular attendance at school / alternative educational provision are now being used in Ceredigion. To date, four penalty notices have been issued. It was noted that penalty notices are a statutory instrument as in The Education (Penalty Notices) (Wales) Regulations 2013.

Schools are able to request a penalty notice for cases of unauthorised absence or persistent lateness. A penalty notice will only be issued after careful consideration of the case and following timely warnings to parents. Essentially, penalty notices will be used as an additional tool to ensure that attendance remains at a high level in both the primary and secondary sector, thus ensuring the individual pupil's right to full time education.

**ii. ERW and school attendance**

Ceredigion is leading on attendance within the ERW consortium. A common approach to attendance has now been adopted by all six authorities in ERW and the six authorities have agreed to adopt Ceredigion's 4 tier model of 'Support and Challenge'. This consists of:

- a. A partnership between schools and the local authority on attendance procedures.
- b. An attendance procedure flow chart for all schools in ER to follow. This clearly outlines the steps to be followed in any attendance matter.
- c. A self-evaluation scoring form which reflects the school's current performance and its prospects for improvement.
- d. An action plan template for schools that require additional support to reach their attendance targets.

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

**10 Any Other Business**

- i. School term dates for 2016-17 have been submitted to the WG. The dates will be published as soon as a response is received from WG.
- ii. It was noted that all schools in Wales will have the same school admission dates from 2018. The new dates, which are earlier than customary in Ceredigion, are to be trialled in the county from 2017.
- iii. Details of a new pupil information system at the Teachers Centre will be brought to the next meeting.
- iv. It was noted that the School Admissions Annual Report is to be sent to WG shortly.
- v. It was **AGREED** to re-elect Mr Eifion Evans and Mr Lodwick Lloyd to the Forum. Membership of the Forwm will be reviewed prior to the next meeting.

**Confirmed in the Meeting of the Forum held on xx.xx.15**

**Chair**