

Education, Early Years and Young People Directorate

Meeting	Bridgend Admission Forum
Date	Wednesday 15 October 2025
Time	2pm to 4pm
Venue	Microsoft Teams

MEETING NOTES

Present:

Local authority representatives

Mr R Davies (RD) – Chair Group Manager - Strategy, Performance and Support

Ms E Giles (EG) – Secretary Senior Pupil Services Officer

Cllr M Jones (Cllr MJ) Cabinet Member for Education and Young People

School (community and voluntary controlled) representatives

Mrs K John (KJ) Headteacher, Brackla Primary School

School (voluntary aided) representatives

Mr A Howells (AH) Headteacher, Archbishop McGrath Catholic High School

Roman Catholic Diocesan representatives

Mr P Knight (PK) Director of Schools, Archdiocese of Cardiff

Church in Wales Diocesan representatives

Ms C Werrett (CW) Acting Diocesan Education Lead for the Llandaff Diocese

Additional members

Ms C Christy (CC) Schools Admissions Officer,
Rhondda Cynon Taff County Borough Council

Apologies:

Local authority representatives

Ms R Garner (RG) ALN (Additional Learning Needs) Lead Early Years,
Cognition and Learning and CMMI (Complex Medical
and Motor Impairment)

Ms B Davies (BD) Childcare Manager

School (community and voluntary controlled) representatives

Ms D Davies (DD) Acting Headteacher, Ysgol y Ferch o'r Sgêr

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Absent without apologies:

Parent Governor representatives

Ms C Bloomfield (CB)

Parent Governor, Coleg Cymunedol Y Dderwen

Ms R Owens (RO)

Parent Governor, Heronsbridge School

Community representatives

Mr S Sweeney (SS)

Community governor, Tremains Primary School

Item number	Item	Main discussion points
1	Welcome, introductions and apologies	RD welcomed everyone to the meeting and introductions were made.
2	Election of the Chair, Vice-chair and Secretary for 2025-2026	<p>EG to requested nominations for Chair, Vice, and Secretary.</p> <p>AH and RD were proposed as Chair and Vice Chair. EG was proposed as Secretary. The proposal was approved by all present. AH, RD and EG accepted the positions for the 2025-2026 school year.</p>
3	Membership of the forum 2025-2026	<p>EG referred to Attachment B, which was the document detailing the proposed membership of the forum for 2025-2026.</p> <p>EG highlighted the changes from last year's forum members:</p> <p>RP - Headteacher, Bryntirion Comprehensive School, has moved to a new post as School Improvement Partner for the local authority and a new representative is to be sought.</p> <p>AR- Director of Schools, Archdiocese of Cardiff has retired, and an invite has been extended to PK, who has taken on this role, to join the Bridgend Admission Forum as a new member.</p> <p>EG to update the Membership of the Bridgend Admission Forum, attachment A to reflect any changes.</p>

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		<p>KJ requested that a replacement be sought for RG while on secondment.</p> <p>EG noted that a new secondary school representative to replace RP is required.</p> <p>EG raised concerns regarding the non-attendance of parent governor and community governor representatives.</p> <p>AH to write to those representatives that are non-attenders.</p>
4	Minutes of the meeting 4 February 2025 and matters arising	The minutes for 4 February 2025 were approved as a true and accurate record.
5	Draft work programme 2025-2026	<p>EG presented the draft work programme, which reflected the responsibilities of the forum, as set out in the School Admissions Code, and proposed the means by which the forum could discharge those responsibilities in the 2025-2026 school year. It was highlighted that two meetings were proposed for the year in order to comply with the forum's statutory duties, with a third schedule for the summer term.</p> <p>EG highlighted that some aspects of the work programme were reliant on information provision from the voluntary aided schools, for example contributions for the Starting School Prospectus.</p>
6	Draft School Admissions Policy 2027-2028 – local authority	<p>EG outlined that the base document was the 2026-2027 policy, with all proposed changes for 2027-2028 tracked. The main change for this policy was the inclusion of details regarding the new Co-ordinated Admission Arrangements, as this will be the first year that they will come into effect. This is recorded under section 1.3.</p> <p>There are also changes to the dates for the statutory admission rounds as the Co-ordinated School Admission Arrangements now dictate when the rounds have to close and there will now be a requirement for parents to confirm acceptance/refusal of places offered.</p>

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		<p>Questions and discussion on any proposed changes were invited but it was noted that many changes were minor, such as dates.</p> <p>All dates have been changed to reflect 2027-2028.</p> <p>EG confirmed that there had been on change to the Published Admission Numbers (PAN) for 2027-2028, which was for Bryntirion Comprehensive School where there was an increase from 210 to 221.</p> <p>AH informed the members that the Published Admission Numbers (PAN) for Archbishop McGrath Catholic High School is under review, with scope for it to be increased.</p> <p>EG informed the forum that once they had agreed the draft admission policy, it would be sent to the dioceses, neighbouring local authorities and to all governing bodies for consultation with a timeframe of one month, with a view for it to go to Cabinet meeting possibly January 2026 for determination.</p> <p>Cllr MJ requested clarification on how any responses received from the consultation would be shared with the group, and if the policy would be taken to Cabinet to be noted or for approval.</p> <p>RD confirmed any responses would be shared to the forum members by email, and that the policy would need to go to Cabinet for approval.</p> <p>Members were invited to comment on any of the proposed changes and requested if the forum agreed to the policy. The draft policy was agreed by the forum.</p> <p>EG to issue policy for consultation.</p>
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7	Draft Co-ordinated school admission arrangements 2028-2029	<p>EG outlined that the base document for the Co-ordinated School Admission Arrangements 2028-2029 was the 2027-2028 arrangements but with dates amended accordingly. There are no other changes at the moment as the 2027-2028 arrangements have not gone 'live' and therefore we are unaware of any further changes that might need to be taken under consideration.</p> <p>As the guidance references '<i>There is no requirement to consult on a co-ordinated scheme for subsequent years unless the scheme is substantially different from the scheme adopted for the previous year, or the local authority has not consulted on a scheme that the local authority has adopted in the previous six years.</i>'</p> <p>Although there is a requirement for the local authority to have formulated and adopted the 2028-2029 arrangements by 1 January 2026.</p> <p>RD queried how these arrangements would work for The Bishop of Llandaff School in Cardiff.</p> <p>EG confirmed that the Co-ordinated School Admission Arrangements do not include schools outside of the local authority.</p> <p>CW noted the lack of secondary Church in Wales school options.</p>
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8	Draft Admission Forum Annual Report 2024-2025	<p>EG advised that the template for the forum's annual report had not yet been received by Welsh Government but there hasn't been a change to the format over the past few years and so a draft Annual report has been provided based on this. As per previous timetables for provision of the forum's annual report for 2024-2025 to Welsh Government it is likely that the report will be required by the end of November.</p> <p>EG provided a verbal update as the information regarding surplus places had now been received, which completes the report: Primary Surplus Places -20% Secondary Surplus Places – 19%</p> <p>RD noted that it is unusual for there to be a higher number of surplus places at Primary level, as previously it has been Secondary Schools that have carried the higher number of surplus places.</p> <p>AH noted the information supplied regarding the number of transfers received.</p> <p>EG shared further information in respect of the number of secondary transfers in the school year 2024-2025 and the reasons for the transfers.</p> <p>AH requested that this information provided for both primary and secondary school and to be added to the agenda for future meetings.</p> <p>RD informed the members that the in respect of in-year admissions/transfers the deferred admission arrangements had previously been withdrawn due to the impact on attendance and Children Missing Education.</p> <p>RD queried if there was any feedback provided by Welsh Government upon receipt of the Annual Report.</p>
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		<p>EG and CC confirmed feedback has not been received.</p> <p>Cllr MJ questioned what feedback would be required.</p> <p>RD requested validation from Welsh Government that the forum is meeting their statutory requirements.</p> <p>EG to request feedback from Welsh Government on submission of report.</p>
<p align="center">9</p>	<p>ADEW Admissions Group update</p>	<p>EG advised the members of the following items of discussion at the ADEW Admissions Group meeting on 26 September 2025.</p> <p>Updates from Welsh Government were as follows:</p> <p>The consultation on the School Organisation Code has now closed and a summary of responses is published on the Welsh Government website. It was noted that there were no major changes to the draft. The proposed timetable is to issue in December with the view for it to come into effect on 1 January.</p> <p>WG requested a response from those local authorities that had not yet responded to the request for data regarding the number and cost of appeals on an annual basis. EG confirmed that information in respect of appeals over the last five years had been sent to Welsh Government on 15 September 2025.</p> <p>The new School Admissions Code is currently with the WG legal team, and it is proposed to consult by the end of this year for 12 weeks. Due to elections the code can't be laid until May 2026, it then has to lie for 40 days when the Senedd is active. Target date for the new code – September 2026.</p>

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10	Any other business	No points raised.
11	Date of the next meeting	Tuesday, 3 February 2026 RD thanked all attendees for their attendance and contributions. Meeting concluded at 3.15pm.

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ACTIONS

Action Number	Action	By whom?	By when?
1	<p>Membership of the forum 2025-2026</p> <p>Update membership to reflect new Chair, Vice Chair and any other changes.</p> <p>Request replacement for RG.</p> <p>Request new representative to attend on behalf on the secondary schools.</p> <p>Write to representatives who are non-attenders.</p>	<p>EG</p> <p>EG</p> <p>AH</p> <p>AH</p>	<p>3 February 2026</p>
2	<p>Draft School Admissions Policy 2027-2028 – local authority</p> <p>Policy to be issued for consultation.</p>	<p>EG</p>	<p>31 October 2025</p>
3	<p>Draft Admission Forum Annual Report 2024-2025</p> <p>Request feedback from Welsh Government on submission of report.</p> <p>Addition of information regarding school transfers to be added as an agenda item.</p>	<p>EG</p> <p>EG</p>	<p>3 February 2026</p>