

**Minutes of the meeting of the Ceredigion Schools Admissions Forum
held remotely via Teams on Thursday, 20 November 2025**

PRESENT: Councillor Wyn Thomas (Chair), Cabinet Member for Schools, Lifelong Learning and Skills; Councillor Chris James, Chair of the Learning Communities Overview & Scrutiny Committee; Lee Burrows, Head Teacher: Ysgol Cenarth a Llechryd; Carol Davies, Head Teacher: Ysgol Dyffryn Cledlyn; Peter Leggett, Head Teacher: Ysgol Gynradd Rhypennau; Carys Morgan, Head Teacher: Ysgol Bro Pedr and Dorian Pugh, Head Teacher: Ysgol Henry Richard.

OFFICERS PRESENT: Elen James, Chief Education Officer and Executive Corporate Lead Officer: Schools, Lifelong Learning and Culture; Cheryl Evans, School Admission Officer; Carys Fowles, Finance Manager: Schools and Customer Contact and Neris Morgans, Democratic Services Officer.

(4.00pm – 4.24pm)

1. Apologies

- i. Councillor Bryan Davies, Leader of the Council and Cabinet Member for Democratic Services, Policy, Performance and People and Organisation and Mair Hughes, Head Teacher: Ysgol Penglais apologised for their inability to attend the meeting.
- ii. Gwion Dafydd, Corporate Manager: Accountability and Progress apologised for his inability to attend the meeting.
- iii. Dorian Pugh, Head Teacher: Ysgol Henry Richard apologised for joining the meeting late.

2. Disclosure of personal interest

There were no disclosures of personal interests.

3. To confirm the Minutes of the Meeting held on 22 May 2025

It was **RESOLVED** to confirm the minutes of the meeting held on 22 May 2025 as a correct record.

4. Matters arising from the Minutes

None.

5. Admissions Policy 2026-2027

The School Admission Officer reported that the Admissions Policy for 2026-2027 had been approved by the Cabinet on 3 June 2025 and was available on the Council's website. The consultation on the Admissions Policy for 2027-2028 would open soon for schools and governing bodies, with the aim of presenting the Policy to Cabinet before the pre-election period in 2026.

There were no changes to the 2026-2027 policy, but there would be changes to the closing date for Secondary school applications in the 2027-2028 Policy, as Welsh Government was in the process of changing the date from December to October. Ceredigion had already implemented the

change for 2026-2027, and it had worked well. In addition, Primary school applications would change from the end of January to 15 October.

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

6. Year 7 Numbers - September 2026

The School Admission Officer explained that data for September 2026 had been circulated for information. The closing date for admissions was 31 October 2025, and at present, there were 70 applications pending. Decisions for pupils commencing year 7 in September 2026 would be circulated on 2 March 2026.

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

7. Reception Year Numbers – September 2026

The School Admission Officer reported there had not been many issues with the admission of reception-aged pupils for September 2025 as most schools had not reached their admission number.

Generally, most schools were under their admission number, and in instances where the number exceeded this, consideration would be given to the school's overall pupil numbers, along with a discussion with the Head Teacher on whether they would be happy to accept additional pupils. Ysgol Gynradd Penparc, Ysgol Gynradd Penrhyncoch and Ysgol Gynradd Rhydypennau had accepted more pupils than the admission number.

In response to a query by Peter Leggett, Head Teacher: Ysgol Gynradd Rhydypennau, the School Admission Officer explained that WG were yet to publish a revised School Admission Code to reflect the transition from the Special Educational Needs (SEN) system to the Additional Learning Needs (ALN) system.

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

8. Mid-Year Admission Appeals 2025-2026

The School Admission Officer reported that three appeals had been received to date for 2025-2026, with one of the three due to be held next week. From the two appeals held, the Local Authority had lost both appeals with one child awarded a place at Ysgol Gynradd Aberaeron and another at Ysgol Plascrug.

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

9. Capacity Update

The School Admission Officer explained that the Corporate Manager: Accountability and Progress had recently visited a few schools to review their capacity and admission number. The following changes were noted:

- Ysgol Henry Richard: Primary Admission Number increased from 17 to 25 and capacity increased from 120 to 176. Secondary Admission Number increased from 74 to 82 and capacity increased from 373 to 408. The increases were due to changes in room usage.

- Ysgol Gyfun Aberaeron: Admission Number increased from 156 to 170 and capacity increased from 965 to 990 due to changes in room usage and an extension to the ALN department.
- Ysgol Gynradd Aberporth: Admission Number decreased from 25 to 19, and capacity decreased from 181 to 139 due to changes in room usage.
- Ysgol Gynradd Rhydypennau: Admission Number decreased from 27 to 26 and capacity decreased from 190 to 188.

She added that the admission and capacity of schools tended to remain the same, unless there were changes to room usage. The Corporate Manager: Accountability and Progress would monitor the situation in moving forward.

The Chief Education Officer noted that due to capacity in the team, it was not possible to visit every school yearly to review their capacity; however, if there were any significant changes within the school, Officers were open to discussions.

10. Any Other Business

The Chair thanked all Head Teachers for their attendance.

The Chief Education Officer explained that parents were encouraged to consider the School Transport Policy when applying for a school space.

11. Date of next meeting

Date of next meeting to be circulated in due course.