

EDUCATION SERVICE

ADMISSION FORUM

HELD ON: Wednesday 22nd October 2025 at 3.30pm via TEAMS

1	<p><u>Attendees / Apologies for Absence</u></p> <p>1.1 Attendees:- K. Tucker K. Slade A-M. Maloney K. Morgan K. Smith P. Knight A. Britten G. Jones J. Bridges H. Bedford A. Coombs S. Carroll D. Mutlow S. Lewis S. Truelove P. White</p> <p>1.2 Apologies were received and accepted from;</p> <p>C. Dickens H. Morgan K. Worwood K. Powell S. Tong C. Werrett S. Davies</p>
2.	<p>Appointments- Chair and Vice Chair</p> <p>2.1 K.S asked the group if anyone would like to take the opportunity to chair the meeting. There were no volunteers, KS chaired the meeting.</p>
3.	<p><u>Appointments- Core members</u></p> <p>3.1.</p> <p>Dan Mutlow – Croesyceiliog Comprehensive as Secondary representative Keri Smith - Nant Celyn Primary School as Primary representative Lindsay Smith – Penygarn Primary School as Primary representative Learne Harris – St David's Primary School as Voluntary aided</p>

	<p>representative Anna Britten - Blaenavon Heritage VC Primary School as Primary representative (reserve) Sarah Truelove - Cwmffrwdoer Primary School as Primary representative (reserve) Anthony Ager – Abersychan Comprehensive as secondary representative (reserve) Hannah Bedford – Family Information Service as LA representative Charlotte Dickens – Early Years Team as LA representative</p>
4.	<p><u>Notes of the 29th January 2025 Forum meeting</u></p> <p>4.1 The notes of the meeting were previously circulated to Forum members and the wider group inviting comments.</p>
5.	<p><u>Matters Arising</u></p> <p>5.1 There were no matters arising.</p>
6.	<p><u>September 2025 update</u></p> <p>6.1</p> <p>Secondary 2025 - KS informed the group that for the on-time round of applications there had been 907 applications received, of those 99.5% obtained a placement in their first choice of school. Decisions were issued on the 3rd March.</p> <p>Primary 2025 – For the on-time round of applications there were 744 primary applications received, of those 100% obtained a placement in their first choice of school. Decisions were issued on the 16th April.</p> <p>6.2 For the 24/25 academic year the team received a total of 616 in-year transfer applications, 370 primary and 246 secondary.</p> <p>6.3 For the autumn term 25/26 to date there have been 105 in-year transfer applications received, 51 primary and 54 secondary.</p> <p>6.4 The Managed Move Panel continues to take place on a fortnightly basis with all Secondary schools within Torfaen. The panel is held with either Head Teachers or representatives from the schools who can make a delegated decision at the meeting. The purpose of the panel is to discuss the hard-to-place pupils, and for schools to discuss pupils who they feel would benefit from a Managed Move. For the 24/25 academic year a total of 12 Managed Moves took place, of those 3 were successful and one is still ongoing.</p>
7.	<p><u>September 2026 update</u></p> <p>7.1 Admissions to secondary school for September 2026 opened on the 19th September 2025, the closing date is the 31st October 2025. Applications for Primary school 2026 will be open from the 13th November 2025.</p>

	<p>7.3 The on-time round of Nursery 2026 applications has concluded. There were 452 applications received. Of those 100% obtained a September placement in their first choice of school. We were unable to offer 15 applicants a placement commencing January 2026 due to the admission number being reached. The decision date for the April rising 3 placements is the 30th January 2026, at this stage we will be unable to offer April rising placements to 27 applicants.</p>
8.	<p><u>To consider proposed admission arrangements for 2027/28</u></p> <p>8.1 Welsh Government School Admissions Code is currently being reviewed. The LA have received notification from WG of some of the changes they are proposing in the code to review.</p> <p>8.2 The proposed dates for the 2027/2028 admission rounds are as follows –</p> <p><u>Primary:- 2027</u> Open date - 13th November 2026 Closing date - 15th January 2027 (5pm) Offer date - 16th April 2027 (statutory offer date)</p> <p><u>Secondary:- 2027</u> Open date - 18th September 2026 Closing date – 30th October 2026 (5pm) Offer date Monday 1st March 2027 (statutory offer date)</p> <p><u>Nursery:- 2027</u> Open date - 8th June 2026 Closing date - 20th July 2026 Offer date - 18th September 2026 (Sept 2027 4-year-olds & January 2028 rising 3's) Offer date for April rising 3's is Friday 29th January 2027</p> <p>8.3 The only proposed changes to the 27/28 Admissions policy is to advise applicants to apply for the Faith primary schools in Torfaen via the LA.</p> <p>There has also been some work undertaken to combine the Admissions Policy and Parent/carer booklet into one document (following the approval of the admissions policy). Therefore, some of the paragraphs within both documents have been replaced/moved to reflect this.</p> <p>D.M asked if the secondary schools were able to receive their list of pupils joining them in the September cohort sooner than they currently receive them to aid enhanced transitions. KS advised that the offer dates for secondary and primary decisions are statutory, therefore cannot be changed. KS also advised that schools receive their indicative estimates roughly 2-3 weeks following the closing date and receive their final allocation list 1-2 weeks before decision date. Quite often the team are working close to this period on making decisions due to needing evidence etc, therefore, decisions are not always confirmed until close to the offer date. KS advised that parents are not allowed to know their decision</p>

	before the national offer day, however, if there was one or two students the schools needed to know about (for enhanced transitions) then they could contact the admissions team who may be able to assist.																				
9.	<p><u>To review the local authority's information booklet for September 2027</u></p> <p>9.1 The booklet for 26/27 has been reviewed and there are proposed changes. Part of these form the changes to the school admissions policy and the amalgamation of the two documents alongside updates from other departments. The changes will be made in readiness for the booklet to be published for June 26.</p> <p>9.2 Communication is ongoing in relation to promoting the Welsh language to the wider community, this is being undertaken by a working group led by the Welsh Medium school cluster and is recognised through the Council's WESP (Welsh Education Strategic Plan) and the work involved in developing it. It was noted that communication links are being strengthened, open events are being held, strategies are in place. A new sub-group has been created to specifically look at data and how we can track those learners from nursery through to secondary school.</p>																				
10.	<p><u>Harmonisation of Term Dates</u></p> <p>10.1 The proposed Term dates for the 2026/27 academic year have been approved by Welsh Government as part of the harmonisation arrangements.</p> <p>2026/27 academic year</p> <table border="1"> <thead> <tr> <th>Term</th><th>Start</th><th>Half Term Starts</th><th>Half Term Ends</th><th>Term Ends</th></tr> </thead> <tbody> <tr> <td>Autumn</td><td>1/9/26</td><td>26/10/26</td><td>30/10/26</td><td>18/12/26</td></tr> <tr> <td>Spring</td><td>4/1/27</td><td>08/2/27</td><td>12/2/27</td><td>19/3/27</td></tr> <tr> <td>Summer</td><td>05/4/27</td><td>31/5/27</td><td>4/6/27</td><td>20/7/27</td></tr> </tbody> </table> <p><i>Easter Sunday – Sunday 28th March 2027</i> <i>May Day – Monday 3rd May 2027</i></p> <p>Dates for 2027/28 and 28/29 and 2030/31 are currently being considered by SEWC Directors and will be subject to local consultation in due course.</p>	Term	Start	Half Term Starts	Half Term Ends	Term Ends	Autumn	1/9/26	26/10/26	30/10/26	18/12/26	Spring	4/1/27	08/2/27	12/2/27	19/3/27	Summer	05/4/27	31/5/27	4/6/27	20/7/27
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11.	<p><u>To consider co-ordinated arrangements for all schools covered by Torfaen for 2027/28</u></p> <p>11.1 As previously advised the LA will be receiving applications for all Primary schools in Torfaen. The Faith secondary school will continue to receive and process their own applications.</p>																				
12.	<p><u>Annual Report</u></p> <p>12.1 The annual report for 23/24 was submitted on the 29th November</p>																				

	2024 to WG.
13.	<p><u>Sustainable Communities for Learning</u></p> <p>13.1 Update provided by ST:-</p> <ul style="list-style-type: none"> • <u>Maendy</u> - New school building element was completed and occupied in June, after Whitsun holiday. The demolition of the old blocks is complete, and works have begun on the rest of the site. The childcare building and all remaining external works are due to be completed by Jan/Feb 2026. • <u>Crownbridge</u> - Works are all complete except tree planting which is scheduled for November (next suitable planting season). End of Defects period is 8th November after which closing report will be submitted and once trees have all been planted. <p>Rolling programme</p> <ul style="list-style-type: none"> • <u>Ysgol Bryn Onnen</u> - RIBA stage 3 is now underway. The completed design will go to tender, the quotes are expected to come in May/June. after which the LA will be looking to award a construction contract commencing summer 2026.
14.	<p><u>Capacity and Admission Number</u></p> <p>14.1 There is no update on the capacity/admission numbers for 27/28 at present. The treadmill drawings are scheduled to be issued to schools shortly. Any future updates will be provided at the meeting in January.</p> <p>P. Night asked what the treadmill drawings were. KS advised that these are what are issued to all schools which show the floor plans/teaching spaces in which the capacity and admission number is derived from.</p>
15.	<p><u>AOB</u></p> <p>15.1 The LA have now developed a protocol for the Welsh language immersion unit, Carreg Lam, which is situated on Ysgol Panteg primary school. The protocol explains the admissions process and how learners are tracked. The LA will track the learners who have attended the unit until year 8. The protocol will be shared with the forum when the minutes are distributed.</p>
16.	<p><u>Date of Next Meeting</u></p> <p>16.1 The next meeting is proposed for 28th January 2026. Meeting to be held via Microsoft teams and a Team invite will be sent in due course. Agenda and any papers to be distributed in due course.</p> <p>16.2 KS thanked the Forum members for their attendance.</p>

Kelly Slade
Admission and Transfer Manager
October 2025