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Neuadd Cyngor Ceredigion, Penmorfa,
Aberaeron, Ceredigion SA46 0PA
www.ceredigion.gov.uk

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30 May 2022

Dear Sir/Madam

I write to inform you that a Meeting of Cabinet will be held at the Council Chamber, Neuadd Cyngor Ceredigion, Penmorfa, Aberaeron and remotely via video-conference on Tuesday, 7 June 2022 at 10.00am for the transaction of the following business:

1. **Apologies**
2. **Personal matters**
3. **Disclosure of Personal/ Prejudicial Interests**
4. **To confirm as a true record the Minutes of the previous Meeting of the Cabinet and any matters arising from those Minutes
FOR DECISION (Pages 3 - 8)**
5. **Any petitions received**
6. **Reports of any decisions (if any) having been called in from Overview and Scrutiny Committee**
7. **Any feedback from Overview and Scrutiny Committee not otherwise on the agenda**
8. **To consider the report of the Corporate Lead Officer for Legal and Governance upon the Political Restrictions on Local Government Employees Policy including feedback from the Overview & Scrutiny Committee
FOR DECISION (Pages 9 - 18)**
9. **To consider the report of the Corporate Lead Officer for Schools and Culture upon the School Admissions Policy 2023/2024
FOR DECISION (Pages 19 - 36)**

10. **To consider the report of the Corporate Lead Officer for Schools and Culture upon the Tender for the Refurbishment and Extension Works at Cardigan Primary School
FOR DECISION (Pages 37 - 38)**
11. **Any other matter the Chairman decides is for the urgent attention of the Cabinet**

Members are reminded to sign the Attendance Register.

A Translation Service will be provided at this meeting and those present are welcome to speak in Welsh or English at the meeting.

Yours faithfully



**Miss Lowri Edwards
Corporate Lead Officer: Democratic Services**

**To: The Leader of the Council and Members of the Cabinet
The remaining Members of the Council for information**

Notice of the Decisions of the **Meeting of the CABINET**
held remotely via video-conference on **Tuesday, 15 March 2022**

This Notice is published at 5.00pm on Thursday, 17 March 2022. Requests to call-in any decision to be delivered to the Head of Democratic Services by 5.00pm on Thursday, 24 March 2022. The decisions will come into force (if no valid call-in application is received) on Friday, 25 March 2022.

PRESENT: Councillor Ellen ap Gwynn (Chair), Councillors Dafydd Edwards, Rhodri Evans, Catherine Hughes, Gareth Lloyd, Catrin Miles, Ray Quant MBE and Alun Williams.

Also in attendance: Councillors Bryan Davies, Ceredig Davies, Keith Evans, Lynford Thomas and Wyn Thomas.

(10.00am - 12.03pm)

202 Apologies

- i) Eifion Evans, Chief Executive apologised that he would be late in joining the meeting.
- ii) Russell Hughes-Pickering, Corporate Lead Officer: Economy and Regeneration apologised for his inability to attend the meeting.

203 Personal matters

- i) Condolences were extended to the family of Dai Jones 'Llanilar' who recently passed away. The Leader paid tribute to his vast contribution locally and nationally.
- ii) Condolences were also extended to the family of Gethin Bennett, a former Cabinet Member and the last Chairman of Dyfed County Council, who recently passed away.
A minute's silence was observed in their memory.
- iii) Congratulations were extended to Sioned Davies, a member of Llanwenog Young Farmers Club on winning Senior Member of the year and to Cari Davies, a member of Tregaron Young Farmers Club on winning the Junior Member the year at county level. Best wishes were extended to both as they compete in an all-Wales competition held soon.
- iv) Best wishes were extended to the Leader on her retirement. She was thanked for her significant contribution and leadership over the years.
- v) The Leader thanked all members and officers for their support during her 10 years as the Leader of the Council. She wished everyone well for the future including Councillor Bryan Davies as the new Leader of Plaid Cymru.

204 Disclosure of Personal/ Prejudicial Interests

Councillors Ceredig Davies and Catherine Hughes declared a personal and prejudicial interest in relation to item 216 and withdrew from the meeting whilst the matter was being discussed.

- 205 A verbal update by the Leader of the Council in relation to COVID-19**
The Leader provided an update on the COVID-19 situation. She explained that she had hoped to provide a more positive update before her time as a Leader came to an end, but unfortunately, rates have risen once again.

113 PCR cases were reported by Public Health Wales today, bringing the total in Ceredigion to 11,942 cases since the beginning of the pandemic. The current case level is 296.6 per 100,000 of the population. The positivity rate in the County is currently 32.4% which is also an increase. This currently seems to be the pattern across Wales.

It was noted that Scotland were currently reconsidering their plans to remove all COVID-19 restrictions due to an increase in cases. The Leader explained that based on Swansea University's prediction model, it was anticipated there would be an increase in cases in March, before decreasing once again in April. The current figures only account for PCR tests but if LFT tests were included, there would be a significant increase and the rate per 100,000 of the population would be extremely high.

The Leader reported that the recent increase had begun to affect schools and although all schools were open, 2 classes at Bro Sion Cwilt Primary School were currently closed due to illness and a shortage of supply teachers.

2 care homes are currently under restriction.

The Leader reiterated the advice to test regularly and to wear a mask where required.

- 206 To confirm as a true record the Minutes of the previous Meeting of the Cabinet and any matters arising from those Minutes**

To confirm as a true record the Minutes of the previous Meeting of the Cabinet held on 22 February 2022.

Matters arising: There were no matters arising from the minutes.

- 207 Any petitions received**

None.

- 208 Reports of any decisions (if any) having been called in from Overview and Scrutiny Committee**

None.

- 209 Any feedback from Overview and Scrutiny Committee not otherwise on the agenda**

None.

- 210 To consider the report of the Corporate Lead Officer for Schools and Culture upon LA Representative on Governing Bodies**

DECISION:

To confirm the nomination outlined in the report as LA representatives on the Governing Bodies of the relevant School.

Reason for the decision:

To nominate representatives of the LA on Governing Bodies.

211 To consider the report of the Corporate Lead Officer for Schools and Culture upon Ceredigion's Additional Learning Needs Principles and Expectations document with feedback from the Overview and Scrutiny Committee

DECISION:

- i) To agree to adopt the content of Ceredigion's ALN Principles and Expectations document.
- ii) That any comments made by the Welsh Government are included as amendments to the Plan and presented to the Learning Communities Overview and Scrutiny Committee and Cabinet for information.
- iii) That an annual report on progress against Ceredigion's ALN Principles and Expectations be presented to Schools, the Learning Communities Overview and Scrutiny Committee and Cabinet.
- iv) To note the feedback from the Learning Communities Overview and Scrutiny Committee.

Reason for the decision:

To comply with the requirements of the Additional Learning Needs and Education Tribunal (Wales) Act 2018.

212 To consider the report of the Corporate Lead Officer for Porth Gofal upon the Empty Property Action Plan

DECISION:

To agree the proposed Action Plan.

Reason for the decision:

To ensure the effective implementation of the Action Plan.

213 To consider the report of the Corporate Lead Officer for Economy and Regeneration upon Boosting Ceredigion's Economy- A Strategy for Action 2021-35

DECISION:

To endorse the Welsh Government's draft Regional Economic Framework.

Reason for the decision:

To further enable the implementation of the Economic Strategy.

214 To consider the report of the Corporate Lead Officer for Porth Cymorth Cynnar upon Sport Wales Capital Grant Award for Aberaeron Swimming Pool and Calon Tysul Ltd

DECISION:

To agree:

1. That the Sport Wales Grant offer of £280k in relation to capital funding for Aberaeron Swimming Pool and Calon Tysul Ltd is accepted and that the Council acts in an intermediary role as banker.
2. That the scheme is included in the Capital Programme.

Reason for the decision:

To enable £280k of Sport Wales Capital investment to be made in Aberaeron Swimming Pool and Calon Tysul.

215 To consider the report of the Corporate Lead Officer for Legal and Governance upon the Coroner Pay Arrangements 2022/23

DECISION:

To approve the following pay rates effective from 1st April 2022 to 31st March 2023:

1) Senior part-time Coroner:

- i) Retention Salary of £21,120 p/a to cover retention/out of hours service availability.
- ii) Using the agreed daily rate of £465, to pay the Coroner an annual salary of £11,625 including training days.
Total: £32,745 per annum (plus on-costs).
- iii) Office expenses/business support allowance – £5,000 p/a.

2) Assistant Coroner:

The daily rates will be:

- full day £397; and
- half day: £199.

Reason for the decision:

Compliance with relevant legislation and JNC Circulars, mitigation of challenge and safeguarding public funds.

216 To consider the report of the Corporate Lead Officer for Finance and Procurement upon Welsh Government's Retail, Leisure and Hospitality Rates Relief Scheme 2022-23

DECISION:

To adopt the Welsh Government's Non-Domestic Rates - Retail, Leisure and Hospitality Rates Relief Scheme 2022-23 as a Discretionary Non Domestic Rates Relief under Section 47 of the Local Government Act 1988.

Reason for the decision:

To support local businesses using available grant funding.

217 To note the report of the Corporate Lead Officer for Finance and Procurement upon the Capital Programme Monitoring Report for 2021/22 Quarter 3

Cabinet noted the report.

218 To note the report of the Corporate Lead Officer for Finance and Procurement upon the Controllable Revenue Budget for 2021/22 Quarter 3

Cabinet noted the report.

219 To note the report of the Corporate Lead Officer for Porth Cynnal upon CYSUR/CWMPAS Combined Local Operational Group Safeguarding Report Quarter 2 2021/22

Cabinet noted the report.

220 To note the report of the Corporate Lead Officer for Porth Cynnal upon the Independent Reviewing Service Performance Management Report Quarter 2 2021/22

Cabinet noted the report.

221 Any other matter the Chairman decides is for the urgent attention of the Cabinet

Eifion Evans, Chief Executive thanked the Leader and all members for their contribution over the years.

Confirmed at the Meeting of the Cabinet held on Date Not Specified

Chairman:_____

Date:_____

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CEREDIGION COUNTY COUNCIL

Report to:	Cabinet
Date of meeting:	7 June 2022
Title:	Report on Political Restrictions on Local Government Employees Policy
Purpose of the report:	To review the updated Political Restrictions on Local Government Employees Policy
For:	Decision
Cabinet Portfolio:	Councillor Matthew Vaux, Cabinet Member for Legal and Governance, Housing, People and Organisation and Public Protection

Background

On 17th March 2022 the Corporate Resources Overview and Scrutiny Committee noted and approved the proposed changes to the Political Restrictions on Local Government Employees Policy ('the Policy').

The Committee was also informed that it was also considered necessary to update the Council's Register of Politically Restricted and Politically Sensitive Posts, which is being completed, and that some Staff Contracts of Employment shall also need to be updated to make reference to their roles, if politically restricted/sensitive.

See Report at:

<https://council.ceredigion.gov.uk/documents/s2810/Report%20on%20Political%20Restrictions%20on%20Local%20Government%20Employees%20Policy.pdf?LLL=0>

CURRENT SITUATION

A couple of additional minor changes have since been made to the final page of the proposed draft Policy, which are shown using the tracked changes tool in the attached updated Policy (at **Appendix 1**):

1. Removal of 'January 2022'; and
2. Insertion of the names and contact details for the Corporate Lead Officers.

Cabinet is requested to approve the amended Policy (at **Appendix 1**).

	Has an Integrated Impact Assessment been completed? No
Wellbeing of Future Generations:	If, not, please state why <i>Summary: Policy changes proposed are only minor changes for clarity or correction – no substantive/procedural changes.</i>

Recommendation(s):	That Cabinet approves the amended Political Restrictions on Local Government Employees Policy (at Appendix 1).
Reason(s) for decision:	Monitoring of the Council's legislative duties in relation to politically restricted/sensitive posts including the maintenance of the Council's Register.
Overview and Scrutiny:	The Council's Corporate Resources Overview & Scrutiny Committee approved proposed changes to the Political Restrictions on Local Government Employees Policy on 17 th March 2022.
Policy Framework:	N/A
Corporate Priorities:	Investing in People's Futures
Finance and Procurement implications:	None
Legal implications:	Minor changes to the Policy ensure clarity and remove ambiguity to ensure compliance with legislative requirements.
Staffing implications	None
Property / asset implications:	None
Risk(s):	If the Policy is unclear could be subject to legal challenge.
Statutory Powers:	Local Government and Housing Act 1989 and Local Democracy, Economic Development and Construction Act 2009
Background Papers:	Report to Corporate Resources Overview & Scrutiny Committee – 17 th March 2022 (available at: https://council.ceredigion.gov.uk/documents/s2810/Report%20on%20Political%20Restrictions%20on%20Local%20Government%20Employees%20Policy.pdf?LLL=0)
Appendices:	Appendix 1 – Draft Political Restrictions on Local Government Employees Policy
Corporate Lead Officer:	Elin Prysor, Corporate Lead Officer Legal & Governance and Geraint Edwards, Corporate Lead Officer People & Organisation
Reporting Officer:	Elin Prysor, Corporate Lead Officer Legal & Governance
Date:	17 May 2022



Cyngor Sir CEREDIGION County Council
Pobl a Threfniadaeth | People and Organisation
Cyfreithiol a Llywodraethu | Legal and Governance

DRAFT

Political Restrictions on Local Government Employees

www.ceri.ceredigion.gov.uk

Author:	Human Resources, People & Organisation Monitoring Officer, Legal & Governance
Cabinet Approval:	7 June 2022
Publication Date:	
Review Date:	June 2025

POLITICAL RESTRICTIONS ON LOCAL GOVERNMENT EMPLOYEES

Introduction

Ceredigion County Council ('the Council') is under a duty to draw-up and regularly update a list of those posts which are politically restricted.

The Local Government and Housing Act 1989 (the "1989 Act") established the concept of restricting political activity for certain designated posts in order to ensure political impartiality of local government employees.

With effect from 12 January 2010 the Local Democracy, Economic Development and Construction Act 2009 changed the approach for identifying posts which are politically restricted under Section 2 of the 1989 Act and removed the political restriction of staff by reference to their salary level.

As a consequence, the Council reviewed the posts considered to be politically restricted to assess and ensure they should be classified as genuinely politically restricted by virtue of the duties they actually perform.

The Council also reviewed the duties of other posts within the Council to determine whether they should be classified as politically restricted.

Who is affected?

Politically restricted posts fall into two broad categories of either 'Specified posts' (i.e. these posts have been specifically named as being politically restricted in the legislation – see Category 1 below) or 'Sensitive posts' (these 'sensitive posts' are also politically restricted, but they are defined more widely – see Category 2 below) within the 1989 Act:

Category 1 - Specified Posts

- a) the **Chief Executive** (s4 1989 Act) (formerly known as the Head of Paid Service) within the Council
- b) the **Statutory Chief Officers**:
 - Statutory Director of Social Services as currently designated to the Corporate Lead Officer: Porth Cynnal Specialist Through Age Services within Ceredigion County Council (also 'Responsible Individual');
 - Chief Education Officer, known as the Corporate Lead Officer- Schools and Culture within the Council;
 - Chief Finance Officer, known as the Corporate Lead Officer: Finance & Procurement (and S.151 Officer) within the Council;
 - Head of Democratic Services, known as the Corporate Lead Officer: Democratic Services within the Council; and

- Monitoring Officer (s.5 1989 Act), known as the Corporate Lead Officer – Legal & Governance (& Monitoring Officer) within the Council

c) **Non-statutory Chief Officers.** Officers reporting to the Chief Executive and/or Council Committees excluding secretarial/clerical support Staff) as called:

Corporate Directors

Corporate Lead Officers:

- Corporate Lead Officer: Schools and Culture
- Corporate Lead Officer: Porth Cymorth Cynnar
- Corporate Lead Officer: Finance & Procurement
- Corporate Lead Officer: Democratic Services
- Corporate Lead Officer: People & Organisation
- Corporate Lead Officer: Porth Cynnal - Specialist Through Age Services
- Corporate Lead Officer: Porth Gofal -Targeted Intervention Services
- Corporate Lead Officer: Policy, Performance & Public Protection
- Corporate Lead Officer: Highways & Environmental Services
- Corporate Lead Officer: Economy & Regeneration
- Corporate Lead Officer: Customer Contact
- Corporate Lead Officer: Legal & Governance

d) **Officers exercising delegated powers**, i.e. persons whose posts are for the time being specified by the authority in a list (set out in the Council's Constitution) maintained in accordance with s. 100G(2) of the Local Government Act 1972, which states that:

(2) *A principal council shall maintain a list—*

- (a) *specifying those powers of the council which, for the time being, are exercisable from time to time by officers of the council in pursuance of arrangements made under this Act or any other enactment for their discharge by those officers; and*
- (b) *stating the title of the officer by whom each of the powers so specified is for the time being so exercisable;*

e) **Assistants to political groups.** All these post holders are politically restricted without rights of appeal for exemption to the Independent Adjudicator.

Category 2 - 'Sensitive' posts

A sensitive post is also politically restricted, and is a post that meets one or both of the following duties-related criteria:

- Giving advice on a regular basis to the Council itself, to any Committee or Sub- Committee of the Council or to any Joint Committee on which the Council is represented; or where the Council is operating executive arrangements, to the Executive of the Council; to any Committee of that

Executive; or to any Member of that Executive who is also a Member of the Council.

- This includes giving advice of a non-factual nature speaking on behalf of the authority on a regular basis to journalists or broadcasters.

Where either of the above tests are satisfied, a post becomes 'politically sensitive', regardless of salary level, and so, politically restricted.

'Regular' is not defined, but in this context means more than occasional attendance to present a formal report to a Committee or the Cabinet (Executive) e.g. attending more than 1 in 3 meetings over a 12 month period will probably qualify. In cases of doubt, the Independent Adjudicator suggests it is useful to maintain a log of:

- the number of times over the previous 12 months that the post holder has either attended, or provided a report for those listed above, and
- a description of the contents of such a report including whether it contained advice or recommendations and whether the post holder was required to speak at the meeting.

Head Teachers, Teachers and Lecturers are all exempt from political restrictions under s 2 (10) 1989 Act, and will not be regarded as holding 'politically restricted posts' whatever their role.

What restrictions are placed on employees in respect of political activity?

The Local Government Officers (Political Restrictions) Regulations 1990 (SI 990/851) ('the 1990 Regulations') incorporate a number of political restrictions into the contracts of employment of politically restricted post holders. The restrictions apply to Council Employees at all times while they hold their appointments.

All Council Employees, including craft and manual workers, fall within the scope of the 1990 Regulations, including those who hold part-time posts. Parts I and II of the 1990 Regulations affect Employees who are politically restricted in accordance with Section 2 of the 1989 Act.

Politically-restricted Employees are prohibited from the following:-

Part I – Terms of Appointment and Conditions of Employment

1. Announcing (or causing, authorising or permitting anyone else to announce) that they are, or intend to be, a Candidate for election as a Member of:

- a County Council (local authority) within the meaning of section 21(1) or (2) of the 1989 Act
- the House of Commons
- the Scottish Parliament
- the Welsh Government

Note that in respect of candidature for the House of Commons, if an Employee gives notice in writing to the Council that they wish to resign their appointment

because they intend to announce or cause, authorise or permit anyone else to announce that they are, or intend to be a Candidate for election to this body at a pending election the Employee's appointment terminates immediately. It is left to the discretion of the Council whether or not to reinstate an Employee who resigns their post, and then consequently fights and loses an election.

For the purposes of this paragraph, an election is taken to be pending:-

- a) in the case of a general election, if the date proposed for the dissolution of Parliament preceding that election has been officially announced; or
 - b) in the case of a by-election, if the vacancy giving rise to that election has occurred. Employees should note that no payment will be made in lieu of notice in these circumstances.
2. Acting as an election agent, or sub-agent for a Candidate for election as a Member of one of the above.
 3. Being an Officer of a Political Party, or any Branch of a Party, or a Member of any Committee or Sub-Committee of a Party or Branch, if their duties would be likely to require them to:-
 - participate in the general management of the Party, or the Branch; or
 - to act on behalf of the Party or Branch in dealing with people other than Members of the Party, or Members of another Political Party associated with the Party.
 4. Canvassing on behalf of a Political Party or on behalf of an individual who is, or proposes to be a Candidate for election to one of the bodies mentioned.

Part II – Additional Terms and Conditions

1. Speaking to the public at large, or to a section of the public with the apparent intention of affecting public support for a Political Party.
2. (a) publishing any written or artistic work of which they are the author (or one of the authors), or any written work or collection of artistic works which they have been involved in editing; or

(b) causing, authorising or permitting any other person to publish such a work, or collection, if the work appears to be intended to affect public support for a Political Party.

Note: This only applies to publication to the public at large, or to a section of the public, and does not preclude the display of a poster or other document on property occupied by the postholder as their dwelling, or on a vehicle or article used by them. The restrictions in Part II of the regulations do not prevent the Employee from engaging in these activities to such extent as is necessary for the proper performance of their official duties.

3. What happens if employees disregard these restrictions?

The restrictions on political activity are incorporated into the contracts of employment of politically restricted post holders and therefore any breach of restrictions will be deemed to be an offence which will be dealt with in accordance with the Council's disciplinary procedures.

4. Procedure on appeal against being included in the list of sensitive posts.

Employees included in the lists compiled by the Council on duties-related grounds can appeal against their inclusion if they feel that they cannot influence policy, or that the Council has incorrectly applied the duties related criteria.

5. Role of the Independent Adjudicator

The Act provides for an Independent Adjudicator to give general advice to local authorities (e.g. the Council) on the application of the criteria for which posts are to be included in the lists of politically sensitive posts. The Adjudicator also deals with applications from individuals who apply for their post to be exempted from the politically restricted list and is empowered to direct that a particular post should be included on the Council's list of politically restricted posts.

6. Appeal against politically restricted status

Exemption from political restriction is requested from the Independent Adjudicator. The process involves the Council's Monitoring Officer signing a Certificate of Opinion which declares that the post is/is not considered to be politically insensitive in terms of the tests outlined above.

When referring a case to the Monitoring Officer, the Employee should provide relevant information to support their claim for exemption, and the details and factual accuracy of the claim should be checked by the relevant Corporate Lead Officer. The completed certificate, job profile and accompanying letter of application is then forwarded by the Employee to the Independent Adjudicator at the following address:

The Independent Adjudicator to Local Authorities in Wales
c/o Welsh Government, Local Government Policy Division,
Cathays Park
Cardiff, CF10 3NQ.

7. New Appointments

Where new appointments are made to posts covered by the sensitive categories, the letter of appointment must refer to the fact that the post is politically restricted and where applicable must be made aware that their post is politically restricted and of the action to be taken if they wish to appeal to the Independent Adjudicator. The Independent Adjudicator will consider requests for exemption from people who have been offered a politically restricted post but will not accept applications from those who are only considering applying for such a post.

Where an Employee has been granted an exemption from another Council, this exemption will not transfer on appointment to a post in the new Council and a new exemption application will need to be made.

8. Register

The Council has a duty to maintain a list of posts regarded as politically restricted. The list is to be maintained by the Council's Monitoring Officer to whom any changes must be notified.

9. Further Information

If you have any queries about the content of these pages or the provisions of the Act you should contact:

- **Geraint Edwards, Corporate Lead Officer – People & Organisation**
(Geraint.Edwards2@ceredigion.gov.uk)
- **Elin Prysor, Monitoring Officer/Corporate Lead Officer – Legal & Governance**
(Elin.Prysor@ceredigion.gov.uk)

January 2022

CEREDIGION County Council

REPORT TO: Cabinet

DATE: 07.06.2022

LOCATION: Hybrid

TITLE: Feedback from the Corporate Resources Overview and Scrutiny Committee on the Report on Political Restrictions on Local Government Employees Policy

PURPOSE OF REPORT: To provide feedback from the Corporate Resources Overview and Scrutiny Committee held on 17 March 2022

BACKGROUND:

The Corporate Resources Overview and Scrutiny Committee considered a report on Political Restrictions on Local Government Employees Policy.

Elin Prysor, Corporate Lead Officer, Legal and Governance, was welcomed to the meeting to present the report.

Following consideration, Members agreed to recommend that Cabinet:

- **approves the changes to the Political Restrictions on Local Government Employees Policy.**

So that the monitoring of the Council's legislative duties in relation to politically restricted/sensitive posts including the maintenance of the Council's Register.

Councillor Ivor Williams
Chairman of the Corporate Resources Overview and Scrutiny Committee

CEREDIGION COUNTY COUNCIL

Report to:	Cabinet.
Date of meeting:	07 June 2022.
Title:	School Admissions Policy 2023/2024.
Purpose of the report:	To adopt as policy the admission arrangements for 2023/2024.
For:	Decision.
Cabinet Portfolio and Cabinet Member:	Councillor Wyn Thomas, Cabinet Member for Schools, Lifelong Learning and Skills.

The proposed admission arrangements for 2023/2024 have now gone through the consultation process as per the Welsh Government's School Admission Code.

The resulting policy is reproduced in the enclosed document.

Wellbeing of Future Generations:	Has an Integrated Impact Assessment been completed? N/A. If, not, please state why Summary: Long term: Integration: Collaboration: Involvement: Prevention:
Recommendation(s):	To accept the Policy for the admission of pupils for 2023/2024.
Reasons for decision:	To have a policy in place for 2023/2024.
Overview and Scrutiny:	N/A.
Policy Framework:	School Admissions Code: Statutory Code document no: 005/2013.
Corporate Priorities:	The policy links to the Council's Strategic Objective: <ul style="list-style-type: none">Investing in People's Futures.
Finance and Procurement implications:	N/A.

Legal implications: Failure to comply with a statutory requirement.

Staffing implications: N/A.

Property/asset implications: N/A.

Risk(s): Failure to comply with a statutory requirement.

Statutory Powers: School Admissions Code: Statutory Code document no: 005/2013.

Background Papers: Cabinet 15/06/2021 – School Admissions Policy 2022/2023 – To accept the Policy for the admission of pupils for 2021/2022.

Appendices: School Admissions Policy 2023-2024.

Corporate Lead Officer: Meinir Ebbsworth.

Reporting Officer: Gwion Dafydd;
Corporate Manager: Accountability and Progress.

Date: 18/05/2022.



Ceredigion County Council

Schools Service

School Admissions Policy 2023/2024

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ADMISSION

The School Standards and Framework Act 1998 assigns functions to Admission Authorities, Appeal Panels and Admission Forums in relation to the admission of pupils to school.

For all maintained and Voluntary Controlled schools in Ceredigion the Ceredigion Local Authority (LA) is the Admission Authority

For Voluntary Aided schools (VA School) the Governing Body acts as an admission authority. A VA School is a state-funded school in which a foundation or trust (usually a religious organisation) contributes to building costs and has a substantial influence in the running of the school.

Each of these bodies has a statutory duty to “act” in accordance with the School Admissions Code and the Schools Admission Appeals Code.

ADMISSION AUTHORITIES

For Community and Voluntary Controlled Schools

All schools in Ceredigion (with the exception of St. Padarn Roman Catholic Primary School) fall into this category and admissions are controlled by Ceredigion LA and not the Schools or their Governing Bodies. In such cases all applications should be made to the LA and not the School as the LA is the only body that can offer school places.

The contact details for the Admission Authority are as follows:

Admissions Team

Schools Service
Canolfan Rheidol
Rhodfa Padarn
Llanbadarn Fawr
Aberystwyth
Ceredigion
SY23 3UE

Applications should be made using the on-line admission form, accessed via the Ceredigion web-site (www.ceredigion.gov.uk).

For Voluntary Aided Schools

St Padarn Roman Catholic Primary School is the only such school in Ceredigion. Admission and all applications should be made to their Governing Body. Although, any on-line applications received by the LA will be passed to the school. Address details for the school is as follows:

St Padarn Roman Catholic Primary School

Llanbadarn Road
Aberystwyth
Ceredigion
SY23 1EZ

USEFUL INFORMATION

Admission Forum

The Ceredigion Admission Forum meets twice a year to discuss local admission issues. Headteachers, Governors, Parents and Diocesan Authorities are represented.

Minutes of the meetings are available on the Ceredigion web-site.

Parents above and throughout this document should be read to mean not just parents but all person(s) with a legally defined parental responsibility for a child.

Transport

The LA provides free school transport for children of statutory school age (term after their 5th birthday) on the following basis:

- Primary age pupils who live over two miles from the nearest suitable primary school;
- Secondary age pupils who live over three miles from the nearest suitable secondary school.

Distance is measured by the shortest walking route between home and school. From the nearest council maintained road to the property to the main school entrance.

Further information is available from the Transport Unit (01545 570881).

Elective Home Education

Parents may also choose to educate their children at home. This is known as Elective Home Education. The decision to home educate requires careful thought, as it represents a considerable undertaking in terms of commitment, time and cost.

Parents considering this option are advised to contact the LA, and seek guidance from the Elective Home Education Officer on 01970 633624.

1. AGE CHILDREN CAN START SCHOOL

1.1 Nursery Age Children – 3 Year Olds

Age	Date by which the appropriate age must be reached	Term of Admission
3	31 December 2022 31 March 2023 31 August 2023	Spring 2023 Summer 2023 Autumn 2023

Being a pupil in a Nursery Class does not make a child eligible for admission to the Reception Class. Parents/Guardians will need to make a separate application.

1.2 Primary Age Children – 4 Year Olds

Age	Date by which the appropriate age must be reached	Term of Admission
4	31 December 2022 31 March 2023 31 August 2023	Spring 2023 Summer 2023 Autumn 2023

Legislation does not require a child to start school until the term after their fifth birthday and the parent may defer entry until that age. However, applications for deferred entry must be submitted by the same closing date (see section 2 for closing date details) as non-deferred applications.

1.3 Secondary Age Children – 11 Year Olds

Age	Date by which the appropriate age must be reached	Term of Admission
11	31 August 2023	Autumn 2023

Parents of year 6 pupils are invited to express their preference for a Secondary School during the Autumn Term of the year prior to the transfer.

Year 6 pupils attending a Middle School and who intend to remain at that school will not have to apply to the Secondary phase.

See Appendix A for names of Ceredigion Schools and the type of provision they provide i.e. whether Nursery, Primary or Secondary.

2. ADMISSION TIMETABLE

Provision	Age	Starting School	Closing Date for Applying	Offer/ Notification Date	Appeals Closing Date
Nursery Age Children	3rd Birthday 1 st Sept 2022 to 31 st August 2023	January, April, September 2023	31st January 2022	19 th April 2022	No Right of Appeal
Primary School Age Children. (There is no automatic transfer from the Nursery age provision – a separate application will be required).	4th Birthday 1 st September 2022 and 31 st August 2023	January, April, September 2023	31st January 2022	19 th April 2022	10 Working Days from Receipt of Refusal Letter
Secondary School Age Children (Applications for primary pupils starting Year 7 in secondary schools)	11th Birthday 1 st September 2022 to 31 st August, 2023	September 2023	20th December 2022	1 st March 2023	10 Working Days from Receipt of Refusal Letter

3. ADMISSION PROCESS

3.1 PARENTAL PREFERENCE

While most parents send their child to the nearest school they have a right to state a preference for any Ceredigion school.

Changes to school preferences can be made at any time up to the closing date (see Admission Table in section 2) – parents will need to do this in writing (to the Admission Team) and also submit a new application.

Any change to school preference after the closing date will be treated as a late application.

Three school choices (in order of preference) may be made. If the LA is unable to offer a place at the first choice then the second choice will be considered and so on.

3.2 SCHOOL SELECTION

Whichever school parents decide on, it is recommended that they contact, discuss and visit their school(s) of choice so that they are aware of the facilities and opportunities they are able to offer.

3.3 APPLYING FOR A SCHOOL PLACE

All applications will need to be completed and submitted by the closing date as set out in the Admission Timetable in Section 2. After the closing date, all applications received by that date will be considered. Applications received after that date will be deemed to be late (unless there are exceptional reasons) and only considered after those received by the closing date.

An exceptional reason would be any situation that prevented the family from applying on time. In these cases the family should include supporting documents with the applications.

e.g. where a family moved into the LA between the closing date and the offer date then evidence of the change of address would be required.

3.4 ALLOCATING PLACES

The LA will admit children up to the **admission number (AN)** of the preferred school. Although, where the final place allocated (up to the admission number) is one of a multiple birth then the LA will also admit the other sibling(s).

The Admission number (AN) specifies the number of pupils who can be admitted to each year group in the school.

The AN for each school is given in Appendix A: School Admission and Capacity Numbers.

The number is calculated using the Welsh Government formula - 'Measuring the capacity of schools in Wales'. This document is available on the Welsh Government website at www.wales.gov.uk.

3.5 OVER-SUBSCRIPTION CRITERIA

In cases where the number of applications exceeds the AN then allocation of school places will be allocated as per the following oversubscription criteria (listed in priority order):

- looked after children and previously looked after children (because they were adopted or became subject to a residence order, or special guardianship order immediately following having been looked after). Evidence of a previously looked after child will be required;
- the school for which a preference has been expressed is the nearest suitable school and the child has a **sibling** attending the school at the time of admission;
- the school for which a preference has been expressed is the nearest suitable school;
- children for whom the school is not the nearest suitable school but will have a sibling attending the school at the time of admission.

Siblings are defined as: pupils with full, half or step brothers or sisters, or adoptive or foster children, who are attending the preferred school, and are living in the same household at the time of admission.

Where more than one child meets these criteria and applicants still remain then the child living nearest to the school will be admitted. All distances will be measured by the shortest walking distance (using Google Maps) between the main school gate and the point where the child's home meets the public highway.

3.6 HOME ADDRESS

A pupil's home address is a residential property that is the child's only or main residence. Either:

- owned by the parent(s) or the person with a defined legal parental responsibility for the child; or
- is leased to or rented by the child's parent(s) or the person with parental responsibility under a written rental agreement.

Where there is a shared parental responsibility for a child, and that child lives with both parents or person with a legal parental responsibility, for part of the week, then the main residence will be determined as the address where the child lives for the majority of the school week (i.e. 3 out of 5 days).

The LA reserves the right to request proof of address at any time during the admission process.

3.7 MOVING ADDRESS

Where a family is moving and parents apply for admission to a school based on their new address the LA may take steps to verify the arrangements. The LA will accept either:

- a solicitors letter stating that the contract has been exchanged and specifying a completion date;
- a signed and dated tenancy agreement.

If proof of the new address cannot be given then the application will be based on the current address.

3.8 FAMILIES OF UK SERVICE PERSONNEL AND OTHER CROWN SERVANTS (including DIPLOMATS)

Above families are subject to frequent movement within the UK and from abroad, often at relatively short notice. As a result, applications for school places for the approaching school year will be considered if accompanied by an official Ministry of Defence or Foreign and Commonwealth Office letter declaring a return date. School places will then be allocated if the applicant would meet the criteria when they move to their new destination.

Unit postal addresses for applications from service personnel will also be accepted, in the absence of a new postal address.

3.9 EXCLUDED PUPILS

If a pupil has already been permanently excluded from two or more schools then, while a parent may express a preference for a school at which they wish their child to be educated, the LA does not have to comply with their preference for a period of two years from the date of their latest exclusion.

4. OFFERING A SCHOOL PLACE (NOTIFICATION OF AN OFFER)

Parents will be sent an e-mail which will confirm, or not, that a place is available at the school and offering them the opportunity of accepting the place.

Decision emails in respect of **Secondary School** applications will be sent on the **1st March 2023** and for **Primary School** applications on the **19th April 2022**.

All offers will need to be accepted. The e-mail sent to you will contain a link that will allow you to do that.

If the offer is not accepted then the place may be withdrawn and the place offered to another pupil.

4.1 MULTI-SITE SCHOOL

Offers to a School, operating on more than one site will be to the School and not to a particular site.

The site that children attend is a matter for the internal organisation of the school. Appeals cannot be made against the site allocated.

4.2 YEAR GROUPS

Pupils will be admitted into the year group appropriate to their chronologic age. This follows Ceredigion's Special Educational Needs Policy (<http://www.ceredigion.gov.uk/resident/schools-education/special-educational-needs-sen/>), which states that a school may well find it appropriate to offer some pupils specific lessons, for a limited time, in lower or higher teaching groups as part of normal mainstream differentiation, but pupils should not be placed in higher or lower chronological aged registration groups on a permanent basis.

There is no right of appeal if a place has been offered but not in the desired year group.

4.3 STARTING SCHOOL.

Unless there are exceptional reasons, a child will be expected to start school on the date as specified in the offer. Delays in starting will need to be discussed with the School as it will not be possible to hold the place indefinitely. Decisions on how long the place will be held will be made on a case by case basis and in consultation with all the parties concerned. However, it is not anticipated that a place will be held for longer than 6 weeks.

4.4 WITHDRAWING THE OFFER OF A PLACE

The offer of a school place will be withdrawn on the basis that:

- It is subsequently discovered that a fraudulent or intentionally misleading application was made (such a false address nearer to the School).
- An acceptance of the place is not returned to the LA by the date stated in the offer.

5. UNSUCCESSFUL APPLICATIONS

If parents are unsuccessful in obtaining a place for their child then they will be notified of the reason(s) why a place was not secured and of their right of an independent appeal.

5.1 APPEALS

Letters requesting an appeal will need to be sent by the parents to the Corporate Lead Officer: Schools within 10 days of the date of notification that an application for a place was unsuccessful.

Arrangements for the appeals panel to meet are made through the Legal Services department of Ceredigion County Council.

There is no right of appeal against non-statutory nursery provision.

Refusals are not lightly made decisions and will only be taken where the admission number has been reached and/or where an infant class (i.e. reception year, year 1 and year 2) will breach the 30 mark. The Welsh Government Regulations require Authorities to limit infant class sizes to no more than 30 pupils. Admitting further would create class size prejudice, that is to say, prejudice to efficient education or efficient use of resources. Infant class size prejudice would not be found in cases where the school admission number had not been reached.

There is however exceptions to these regulations (called “excepted pupils”) which may allow the 30 pupil class limit to be exceeded. A full list of these ‘excepted pupils’ can be found in Appendix B.

5.2 WAITING LISTS

Any child not offered a place at their first choice of school will be kept on a waiting list until the 30th of September of the relevant academic year.

Should places become available then they will be awarded in accordance of the over-subscription criteria rather than the amount of time since the applications was submitted.

6. APPLYING OUTSIDE THE NORMAL ADMISSION ROUND

6.1 MOVING INTO THE AREA

Parents planning to move into the area should apply no earlier than a term in advance of their children's anticipated start date.

E.g. if a place is required in the spring term then the application should be submitted no earlier than the start of the preceding autumn term.

Applications received more than a term in advance will be held until the appropriate time.

Delays in moving into the area may result in offers being withdrawn.

6.2 SCHOOL TRANSFERS DURING THE YEAR

Changing schools requires serious consideration and should be fully discussed with the Headteacher of your child's present school in the first instance.

Should parents still need to transfer their child from one school to another then they must apply through submitting an application.

6.3 SIXTH FORM PLACES

All Ceredigion Secondary and Middle Schools are responsible for their 6th form admissions and all applications should be made direct to the school of your choice.

APPENDIX A - School Admission and Capacity Numbers

Primary School (3 - 11 School with Nursery Provision)

School	Capacity	Admission Number
Aberaeron	201	28
Aberteifi	421	60
Bro Sion Cwilt	147	21
Cenarth	73	10
Dyffryn Cledlyn	120	17
Llwyn-Yr-Eos	219	31
Plascrug	409	58
Rhydypennau	193	27
T. Llew Jones	180	25
Y Dderi	133	19
Ysgol Gymraeg	370	52

Nursery pupils will need to apply to enter the Primary Phase.

Primary School (4 - 11 School without Nursery Provision)

School	Capacity	Admission Number
Aberporth	159	22
Cei Newydd	98	14
Ciliau Parc	68	9
Comins Coch	185	26
Craig yr Wylfa	74	10
Dihewyd	35	5
Felinfach	60	8
Llanarth	86	12
Llanfarian	56	8
Llanfihangel-y-Creuddyn	37	5
Llangwryfon	55	7
Llanilar	129	18
Llanon	59	8
Llechryd	99	14
Myfenydd	91	13
Mynach	51	7

Padarn Sant	134	19
Penllwyn	55	7
Penparc	146	20
Penrhyncoch	110	15
Pontrhydfendigaid	74	10
Rhos Helyg	104	14
- Llangeitho Campus	Rhos Helyg operates on two sites. Offers of school places will be to the School and not to a particular site. The site that children attend will be a matter for the internal organisation of the school.	
- Rhos Y Wlad Campus		
Syr John Rhys	39	5
Talgarreg	63	9
Talybont	127	18

3 - 16 Middle School

School	Capacity	Admission Number
Henry Richard		
Henry Richard (3-11)	120	17
Henry Richard (11-16)	373	74

3 - 19 Middle Schools

School	Capacity	Admission Number
Bro Pedr		
Bro Pedr (3-11)	376	53
Bro Pedr (11-19)	841	150 (Yr. 7 – 11)
Bro Teifi		
Bro Teifi (3-11)	360	51
Bro Teifi (11 – 19)	678	111 (Yr. 7 – 11)

Primary aged pupils (4 – 11) who intend to remain at their school will not have to apply to the Secondary Phase.

Secondary Schools

School	Capacity	Admission Number (Yr. 7 – 11)
Aberaeron	965	156
Aberteifi	691	115
Penglais	1336	209
Penweddig	1070	170

APPENDIX B - EXCEPTIONS TO THE INFANT CLASS SIZE INITIATIVE

- Children, whose statements of SEN specify that they should be educated at the school concerned, and who were admitted to the school outside a normal admission round.
- Children who are looked after by local authorities (looked after children), or who have ceased to be looked after (previously looked after children) as a result of being adopted or being placed with a family or given a special guardian and are admitted to the school outside a normal admissions round.
- Children initially refused admission to a school, but subsequently offered a place outside a normal admission round by direction of an admission appeal panel, or because the person responsible for making the original decision recognises that an error was made in implementing the school's admission arrangements.
- Children admitted outside the normal admission round who:
 - the maintaining local authority confirmed cannot gain a place at any other suitable school within a reasonable distance of their home because they have moved into the area outside a normal admission round, or
 - desire a religious education, or a Welsh speaking education and the school in question is the only suitable school within a reasonable distance.
- Children who were admitted to the school outside the normal admission round after which the school has arranged its classes, and after the first day of the school year, the effect of which would mean that the school would have to take a relevant measure if such children were not excepted pupils.
- Children of armed forces personnel who are admitted outside the normal admission round.
- Children whose twin or other sibling from a multiple birth are admitted as non-excepted pupils, as the final pupil(s) allocated a place before the admission number is reached.
- Children who are registered pupils at special schools, but who receive part of their education at a mainstream school.
- Children with SEN who are normally educated in a special unit in a mainstream school, who receive part of their lessons in a non-special class.

Excepted pupils will remain so, once admitted, for the remainder of their time in an infant class or until class numbers fall back and they can be organised to comply with the infant class size limit. For example, because a non-excepted child leaves the class, an additional infant class is created, or an additional teacher is appointed, then that child ceases to be an excepted pupil. Classes must be organised so as to comply with the limit wherever possible.

CEREDIGION COUNTY COUNCIL

Report to:	Cabinet
Date of meeting:	7th June 2022
Title:	Tender for the Refurbishment and Extension Works at Cardigan Primary School
Purpose of the report:	Approve the Tender for the Proposed Refurbishment and Extension Works at Cardigan Primary School – Band B Sustainable Communities for Learning
For:	Decision
Cabinet Portfolio and Cabinet Member:	Cllr Wyn Thomas Cabinet Member: Schools, Lifelong Learning & Skills

Refurbishment and extension works at Cardigan Primary School forms part of Band B Sustainable Communities for Learning (previously known as 21st Century Schools) and funding for this project was approved by Welsh Government for £3,050,000 in December 2021.

The scheme was tendered via an open tender process on the 18th February 2022 and therefore in accordance with tender acceptance criteria, schemes over £1m in value require Cabinet approval.

The successful tender is within the funding allocated to the project.

Cabinet is therefore asked to approve the appointment of the successful bidder to enable the refurbishment and extension works at Cardigan Primary School. If approved, the work will commence during the summer holidays.

	Has an Integrated Impact Assessment been completed? If, not, please state why	Not applicable – not a change of services or policy
Wellbeing of Future Generations:	Summary:	
	Long term:	N/A
	Collaboration:	N/A
	Involvement:	N/A
	Prevention:	N/A
	Integration:	N/A

Recommendation(s): To seek approval to appoint the successful bidder to enable the refurbishment and extension works at Cardigan Primary School to commence during the summer holidays

Reasons for decision: To deliver the Cardigan Primary School project included within the Band B Sustainable Communities for Learning

and comply with procurement rules included within the Council Constitution

Overview and Scrutiny:	n/a
Policy Framework:	Council Constitution – Contract Procedure Rules
Corporate Priorities:	Investing in People’s Future
Finance and Procurement implications:	Welsh Government Band B Sustainable Communities for Learning
Legal Implications:	n/a
Staffing implications:	n/a
Property / asset implications:	n/a
Risk(s):	n/a
Statutory Powers:	Welsh Government Band B
Background Papers:	n/a
Appendices:	n/a
Corporate Lead Officer:	Meinir Ebbsworth
Reporting Officer:	Nia James
Date:	25 th May 2022