

## Council

You are hereby summoned to attend a Meeting of the **Council of the City and County of Swansea** to be held in the Council Chamber, Guildhall, Swansea on Thursday, 22 March 2018 at 5.00 pm.

The following business is proposed to be transacted:

1. **Apologies for Absence.**
2. **Disclosures of Personal and Prejudicial Interests.**  
[www.swansea.gov.uk/disclosuresofinterests](http://www.swansea.gov.uk/disclosuresofinterests)
3. **Minutes.** 1 - 17  
To approve & sign the Minutes of the previous meeting(s) as a correct record.
4. **Written Responses to Questions asked at the Last Ordinary Meeting of Council - None.**
5. **Announcements of the Presiding Member.**
6. **Announcements of the Leader of the Council.**
7. **Public Questions.**  
Questions must relate to matters on the open part of the Agenda of the meeting and will be dealt within a 10 minute period.
8. **Public Presentation - None.**
9. **Admissions Arrangements 2019/2020.** 18 - 65
10. **Pay Policy 2018/2019.** 66 - 87
11. **Councillors' Questions.** 88 - 91



**Huw Evans**  
Head of Democratic Services  
Guildhall,  
Swansea.

**Tuesday, 13 March 2018**

**To: All Members of the Council**



**City and County of Swansea**

## **Minutes of the Council**

**Council Chamber - Guildhall, Swansea**

**Thursday, 1 March 2018 at 5.00 pm**

**Present:**

**Councillor(s)**

**Councillor(s)**

**Councillor(s)**

### **Apologies for Absence**

Councillor(s): C Anderson, P M Black, J E Burtonshaw, M C Child, S E Crouch, J P Curtice, N J Davies, A M Day, P Downing, C R Doyle, M Durke, V M Evans, C R Evans, W Evans, E W Fitzgerald, R Francis-Davies, S J Gallagher, L S Gibbard, F M Gordon, K M Griffiths, J A Hale, D W Helliwell, T J Hennegan, C A Holley, P R Hood-Williams, B Hopkins, D H Hopkins, O G James, L James, Y V Jardine, M H Jones, P K Jones, S M Jones, L R Jones, J W Jones, E J King, E T Kirchner, M A Langstone, M B Lewis, R D Lewis, W G Lewis, A S Lewis, C E Lloyd, P Lloyd, I E Mann, P M Matthews, P N May, H M Morris, D Phillips, C L Philpott, S Pritchard, A Pugh, J A Raynor, C Richards, K M Roberts, B J Rowlands, M Sherwood, P B Smith, R V Smith, A H Stevens, R C Stewart, D G Sullivan, M Sykes, G J Tanner, L G Thomas, W G Thomas, M Thomas, D W W Thomas, L J Tyler-Lloyd, G D Walker, L V Walton and T M White

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Due to the risk of snow and the Red and Amber Weather warnings, Councillors, Officers and the Public were advised not to attend this meeting.

The meeting being inquorate was cancelled

The meeting ended at 5.00 pm

**Chair**



City and County of Swansea

## Minutes of the Council

Council Chamber - Guildhall, Swansea

Tuesday, 6 March 2018 at 5.00 pm

**Present:** Councillor D W W Thomas (Chair) Presided

### Councillor(s)

C Anderson  
M C Child  
C R Doyle  
C R Evans  
R Francis-Davies  
K M Griffiths  
T J Hennegan  
B Hopkins  
Y V Jardine  
J W Jones  
M A Langstone  
P Lloyd  
P N May  
S Pritchard  
K M Roberts  
P B Smith  
R C Stewart  
W G Thomas  
G D Walker

### Councillor(s)

P M Black  
J P Curtice  
M Durke  
W Evans  
L S Gibbard  
J A Hale  
C A Holley  
O G James  
M H Jones  
E J King  
W G Lewis  
I E Mann  
H M Morris  
A Pugh  
B J Rowlands  
R V Smith  
D G Sullivan  
M Thomas  
L V Walton

### Councillor(s)

J E Burtonshaw  
N J Davies  
V M Evans  
E W Fitzgerald  
F M Gordon  
D W Helliwell  
P R Hood-Williams  
L James  
P K Jones  
E T Kirchner  
C E Lloyd  
P M Matthews  
C L Philpott  
J A Raynor  
M Sherwood  
A H Stevens  
M Sykes  
L J Tyler-Lloyd  
T M White

### Apologies for Absence

Councillor(s): S E Crouch, A M Day, P Downing, S J Gallagher, D H Hopkins, S M Jones, L R Jones, M B Lewis, A S Lewis, D Phillips, C Richards, G J Tanner and L G Thomas

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#### 148. Disclosures of Personal and Prejudicial Interests.

The Head of Legal, Democratic Services and Business Intelligence gave advice regarding the potential personal and prejudicial interests that Councillors and / Officers may have on the agenda.

The Head of Democratic Services reminded Councillors and Officers that the "Disclosures of Personal and Prejudicial Interests" sheet should only be completed if the Councillor / Officer actually had an interest to declare. Nil returns were not required. Councillors and Officers were also informed that any declarable interest must be made orally and in writing on the sheet.

In accordance with the provisions of the Code of Conduct adopted by the City and County of Swansea the following interests were declared:

- 1) Councillor J P Curtice declared a Personal Interest in Minute 156 "Medium Term Financial Planning 2019/20 to 2021/22";
- 2) Councillors C Anderson, P M Black, J E Burtonshaw, M C Child, J P Curtice, C R Doyle, M Durke, V M Evans, W Evans, E W Fitzgerald, L S Gibbard, K M Griffiths, P R Hood-Williams, C A Holley, B Hopkins, L James, O G James, J W Jones, M H Jones, P K Jones, E J King, E T Kirchner, W G Lewis, C E Lloyd, P Lloyd, P M Matthews, A Pugh, S Pritchard, J A Raynor, K M Roberts, M Sherwood, P B Smith, R V Smith, A H Stevens, R C Stewart, D G Sullivan, M Sykes, M Thomas, W G Thomas, L J Tyler-Lloyd, G D Walker, L V Walton and T M White declared a Personal Interest in Minute 157 "Revenue Budget 2018/19";
- 3) Councillor M C Child declared a Personal Interest in Minute 157 "Revenue Budget 2018/19". Councillor Mark C Child has been granted dispensation by the Standards Committee to exercise executive powers, stay, speak, vote and make oral and written representations in respect of issues involving Adult Social Services;
- 4) Councillors C Anderson, P M Black, J E Burtonshaw, M C Child, J P Curtice, C R Doyle, M Durke, V M Evans, W Evans, E W Fitzgerald, L S Gibbard, K M Griffiths, C A Holley, B Hopkins, O G James, M H Jones, P K Jones, E J King, E T Kirchner, W G Lewis, C E Lloyd, P Lloyd, P M Matthews, A Pugh, S Pritchard, J A Raynor, K M Roberts, M Sherwood, P B Smith, R V Smith, A H Stevens, R C Stewart, D G Sullivan, M Sykes, M Thomas, W G Thomas, L V Walton and T M White declared a Personal Interest in Minute 159 "Capital Budget & Programme 2017/18-2023/24";
- 5) Councillor M C Child declared a Personal Interest in Minute 159 "Capital Budget & Programme 2017/18-2023/24". Councillor Mark C Child has been granted dispensation by the Standards Committee to exercise executive powers, stay, speak, vote and make oral and written representations in respect of issues involving Adult Social Services;
- 6) Councillors, J P Curtice, and T J Hennegan, declared a Personal Interest in Minute 160 "Treasury Management Strategy Statement, Prudential Indicators, Investment Strategy and Minimum Revenue Provision Policy Statement 2018/19";
- 7) Councillor T J Hennegan, declared a Personal Interest in Minute 161 "Housing Revenue Account (HRA) Revenue Budget 2018/19";
- 8) Councillor C Anderson declared a Personal & Prejudicial Interest in Minute 161 "Housing Revenue Account (HRA) Revenue Budget 2018/19" and withdrew from the meeting prior to its consideration;

- 9) Councillor T J Hennegan, declared a Personal Interest in Minute 162 "Housing Revenue Account – Capital Budget and Programme 2017/18-2020/21";
- 10) Councillors, W Evans, E W Fitzgerald, K M Griffiths, P R Hood-Williams, L James, J W Jones, M H Jones, K M Roberts, R V Smith, A H Stevens, M Thomas, W G Thomas, L J Tyler-Lloyd, and G D Walker declared a Personal Interest in Minute 163 "Statutory Resolution – Resolutions to be made in Accordance with the Regulations in the Setting of Council Tax 2018/19";
- 11) Councillor L James, declared a Personal & Prejudicial Interest in Minute 165 "Appointment of Lay Member of the Audit Committee" and withdrew from the meeting prior to its consideration;
- 12) Councillors J E Burtonshaw, E T Kirchner and P Lloyd declared a Personal Interest in Minute 166 "Nomination of Lord Mayor Elect and Deputy Lord Mayor Elect 2018-2019";
- 13) Councillors P M Black, C A Holley, J W Jones and M H Jones declared a Personal & Prejudicial Interest in Minute 166 "Nomination of Lord Mayor Elect and Deputy Lord Mayor Elect 2018-2019" and withdrew from the meeting prior to its consideration.

**149. Minutes.**

**Resolved** that the following Minutes be approved and signed as a correct record:

- 1) Ordinary Meeting of Council held on 25 January 2018.

**150. Written Responses to Questions asked at the Last Ordinary Meeting of Council.**

The Head of Legal, Democratic Services and Business Intelligence submitted an information report setting out the written responses to questions asked at the last Ordinary Meeting of Council.

**151. Announcements of the Presiding Member.**

**1) Condolences**

**a) Former Mayoress Averil Hare**

The Presiding Member referred with sadness to the recent death of former Mayoress Averil Hare. She was the wife of former Councillor and former Mayor of the City of Swansea 1971, Ken Hare.

**b) Former Councillor Denzil Richard (Dick) Phillips**

The Presiding Member referred with sadness to the recent death of former Councillor and former Deputy Lord Mayor Dick Phillips. Former Councillor Phillips served the St. Helen's and Uplands Electoral Wards on the former Swansea City Council from 3 May 1979 to 31 March 1996. He was Deputy Lord Mayor in 1995-1996.

**c) Former County Clerk of West Glamorgan County Council - Michael Rush**

The Presiding Member referred with sadness to the recent death of former County Clerk to West Glamorgan County Council, Michael Rush. He served from 1974 to 1990.

All present stood as a mark of sympathy and respect.

**2) International Women's Day**

The Presiding Member stated that International Women's Day was on 8 March. International Women's Day is a global day celebrating the social, economic, cultural and political achievements of women. The day also marks a call to action for accelerating gender parity.

This year's theme is "Press for Progress" which for us in Swansea Council means celebrating how far we have come but recognising there is still a way to go until gender and other types of equality are achieved.

Swansea Council has a far better gender balance than almost all the other councils in Wales at Senior Management level, where 50% of Director's Team and 44% of Leadership Team are female. This is also the case with our Councillors with women composing 42% of Council.

He invited all Staff and Councillors to a special event at 1.00pm on Thursday, 8 March 2018 in the Council Chamber, Civic Centre in which Swansea University's Dr Alys Einon will talk about gender stereotyping in the workplace.

**3) Amendments / Corrections to the Council Summons**

**a) Budget Amendments**

The Presiding Member stated that the Liberal Democrat / Independent Opposition Political Group had submitted budget amendments relating to Items 10 and 11. A copy of these amendments had been circulated.

**b) Item 20 "Council Bodies Diary 2018-2019"**

The Presiding Member stated that the following amendments are to be made to the report.

- i) **Remove** Council scheduled @ 17.00 on 27 September 2018.  
**Add** Council @ 17.00 on 20 September 2018.
- ii) **Remove** Democratic Services Committee @ 17.00 on 16 October 2018.  
**Add** Democratic Services Committee @ 17.00 on 9 October 2018.
- iii) **Remove** Safeguarding Policy Development & Delivery Committee @ 16.00 on 14 June, 12 July, 9 August, 13 September, 11 October, 8 November, 13 December 2018 & 10 January, 14 February, 14 March, 11 April 2019.  
**Add** Safeguarding Policy Development & Delivery Committee @ 16.00 on 20 June, 18 July, 15 August, 19 September, 17 October, 7 November, 12 December 2018 & 16 January, 20 February, 20 March, 17 April 2019.
- iv) **Remove** Gower AONB Partnership Steering Group @ 19.00 on 17 December 2018.  
**Add** Gower AONB Partnership Steering Group @ 19.00 on 3 December 2018.

## **152. Announcements of the Leader of the Council.**

### **1) Liberty Stadium Deal.**

The Leader of the Council updated Council on the details of the Liberty Stadium deal. He stated that the Authority would receive:

- 1) A core rent of £300,000 per annum;
- 2) A share of the sponsorship and naming rights;
- 3) A contribution to sports facilities throughout the City and County.

### **2) City Deal Update.**

The Leader of the Council updated Council on the City Deal.

### **3) Cold Weather Actions & Thanks.**

The Presiding Member thanked all the staff that had gone the extra mile in the last few days to make sure the City kept running during the freezing conditions. He offered a special thanks to the Highways staff for keeping the traffic moving. Their work was appreciated by Officers and Councillors across the Council as well as residents, hospitals and businesses.

He stated that he was also conscious that the Social Care Teams faced particular challenges and that the Authority was indebted to them for their commitment and care.

He concluded by thanking the Schools who managed to remain open for as long as practicable.

**153. Public Questions.**

A number of questions were asked by members of the public. The relevant Cabinet Member responded accordingly. No questions required a written response.

**154. Public Presentation - None.**

No Public Presentations were received.

**155. Technical and Budget Presentation**

The Section 151 Officer gave a technical presentation of the following budget reports:

- i) Medium Term Financial Planning 2019-2020 to 2021-2022;
- ii) Revenue Budget 2018-2019;
- iii) Capital Budget & Programme 2017-2018 to 2023-2024;
- iv) Treasury Management Strategy, Prudential Indicators, Investment Strategy and Minimum Revenue Provision Policy Statement 2018-2019.

Councillors asked technical questions of the Section 151 Officer. The Section 151 Officer responded.

Following the technical questions, the Leader of the Council and Cabinet Members gave a general political overview of the budget situation followed by a political presentation of the budget reports referred to above. The relevant Cabinet Members also gave presentations relating to their portfolios.

Councillors asked political questions of the Leader of the Council. The Leader of the Council and relevant Cabinet Members responded.

**156. Medium Term Financial Planning 2019/20 to 2021/22 .**

The Section 151 Officer submitted a report which set out the rationale and purpose of the Medium Term Financial Plan and detailed the major funding assumptions for the period and proposed a strategy to maintain a balanced budget.

**Resolved** that:

- 1) The Medium Term Financial Plan 2019-2020 to 2021-2022 be approved as the basis for future service financial planning.

**157. Revenue Budget 2018/19.**

The Section 151 Officer submitted a report which proposed a Revenue Budget and Council Tax levy for 2018-2019.

The Section 151 Officer stated that the Liberal Democrat / Independent Opposition Political Group had submitted a budget amendment.



### **Amendment 1**

Councillor P M Black proposed an amendment. The amendment was seconded by Councillor C A Holley. The amendment being:

#### *“General Fund Revenue Budget*

*Delete in full the introduction of charges for day centres for older people and adults with special needs (£250,000) and reinstate the £40,000 for satellite youth club provision in Gendros, Montana, Morriston, St. Thomas and Friendship House. The net cost of £290,000 to be funded by setting the overall vacancy provision for staffing budgets for 2018-19 at an extra £266,000 - an effective 1.16% (same level as achieved for 2017-18) - and drawing a further £24,000 out of the contingency fund”.*

Following debate, the amendment was put to the vote. The amendment was not supported and therefore declared lost. The amendment did not become part of the substantive motion.

#### **Resolved that:**

- 1) A Revenue Budget for 2018-2019 as detailed in Appendix A of the report be approved;
- 2) A Budget Requirement and Council Tax levy for 2018-2019 as detailed in Section 9 of the report be approved.

### **158. Adjournment of Meeting**

The meeting stood adjourned for a 10 minute comfort break.

### **159. Capital Budget & Programme 2017/18 - 2023/24.**

The Section 151 Officer submitted a report which proposed a revised Capital Budget for 2017-2018 and a Capital Budget for 2018-2019 to 2021-2022 (2023-2024 for Band B Schools).

The Section 151 Officer stated that the Liberal Democrat / Independent Opposition Political Group had submitted a budget amendment.

### **Amendment 1**

Councillor P M Black proposed an amendment. The amendment was seconded by Councillor C A Holley. The amendment being:

#### *“General Fund Capital Budget*

*In the General Fund capital budget defer the £200,000 for Civic Centre Relocation and the £250,000 for Civic Centre Contingency to 2019/20 and reallocate the released £450,000 for 2018/19 to additional road and pavement maintenance. The*

*overall increased capital programme for 2019-20 of £450,000 and its capital financing (by way of increased unsupported borrowing) to be considered as part of the 2019-20 revenue budget setting”.*

Following debate, the amendment was put to the vote. The amendment was not supported and therefore declared lost. The amendment did not become part of the substantive motion.

**Resolved** that the revised Capital Budget for 2017-2018 and a Capital Budget for 2018-2019 to 2023-2024 as detailed in Appendices A, B, C, D, E and F of the report be approved.

**160. Treasury Management Strategy Statement, Prudential Indicators, Investment Strategy and Minimum Revenue Provision Policy Statement 2018/19 .**

The Section 151 Officer submitted a report which recommended the Treasury Management Strategy Statement, Prudential Indicators, Investment Strategy and Minimum Revenue Provision Policy Statement for 2018-2019.

**Resolved** that:

- 1) The Treasury Management Strategy and Prudential Indicators (Sections 2-7 of the report) be approved;
- 2) The Investment Strategy (Section 8 of the report) be approved;
- 3) The Minimum Revenue Provision (MRP) Statement (Section 9 of the report) be approved.

**161. Housing Revenue Account (HRA) Revenue Budget 2018/19.**

The Section 151 Officer and Director of Place submitted a joint report which proposed a Revenue Budget for 2018-2019 and a rent increase for properties within the Housing Revenue Account (HRA).

**Resolved** that:

- 1) Rents be increased in line with the Welsh Government rent setting policy as detailed in Section 3 of the report;
- 2) Fees, charges and allowances as outlined in Section 3 of the report be approved;
- 3) The revenue budget proposals as detailed in Section 3 of the report be approved.

**162. Housing Revenue Account - Capital Budget and Programme 2017/18 - 2020/21.**

The Section 151 Officer and Director of Place submitted a joint report which proposed a revised Capital Budget 2017-2018 and a Capital Budget for 2018-2019 to 2020-2021.

**Resolved that:**

- 1) The transfers between schemes and the revised budgets for schemes in 2017-2018 be approved;
- 2) The budget proposals for 2018-2019 to 2020-2021 be approved;
- 3) Where individual schemes in Appendix B of the report are programmed over the 3 year period described in the report, then these be committed and approved and that their financial implications for funding over subsequent years be approved.

**163. Statutory Resolution - Resolutions to be made in Accordance with the Regulations in the Setting of Council Tax 2018/2019.**

The Section 151 Officer submitted a report which outlined a number of statutory resolutions to be made in accordance with the Regulations in the setting of the Council Tax 2018-2019.

**Resolved that:**

- 1) Council notes and adopts the statutory resolutions set out below;
- 2) It be noted that at its meeting on 23 November 2017, the Council calculated the following amounts for the year 2018-2019 in accordance with Regulations made under Section 33(5) of the Local Government Finance Act 1992 (as amended):
  - a) 89,962 being the amount calculated by the Council, in accordance with Regulation 3 of the Local Authorities (Calculation of Council Tax Base) (Wales) Regulations 1995, as amended, as its Council Tax Base for the year;

- b) Parts of the Council's Area:

Bishopston	1,961
Clydach	2,622
Gorseinon	3,179
Gowerton	1,953
Grovesend	412
Ilston	323
Killay	2,113
Llangennith, Llanmadoc and Cheriton	494
Llangyfelach	947
Llanrhidian Higher	1,592

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Llanrhidian Lower	328
Llwchwr	3,400
Mawr	745
Mumbles	9,694
Penllergaer	1,366
Pennard	1,459
Penrice	419
Pontarddulais	2,281
Pontlliw and Tircoed	1,031
Port Eynon	435
Reynoldston	292
Rhossili	188
Three Crosses	711
Upper Killay	572

being the amounts calculated by the Council, in accordance with Regulation 6 of the Regulations, as the amounts of its Council Tax Base for dwellings in those parts of its area to which special items relate;

- 3) The following amounts be now calculated by the Council for the year 2018-2019 in accordance with Sections 32 to 36 of the Local Government Finance Act 1992:
  - a) £704,151,216 being the aggregate of the amounts which the Council estimates for the items set out in Sections 32(2)(a) to (d) of the Act;
  - b) £269,932,090 being the aggregate of the amounts which the Council estimates for the items set out in Sections 32(3)(a), 32(3)(c) and 32(3a) of the Act;
  - c) £434,219,126 being the amount by which the aggregate at (3)(a) above exceeds the aggregate at (3)(b) above, calculated by the Council, in accordance with Section 32(4) of the Act, as its budget requirement for the year;
  - d) £318,687,205 being the aggregate of the sums which the Council estimates will be payable for the year into its Council Fund in respect of redistributed non domestic rates, and revenue support grant less discretionary Non Domestic Rate relief;
  - e) £1,284.23 being the amount at (3)(c) above less the amount at (3)(d) above, all divided by the amount at (2)(a) above, calculated by the Council, in accordance with Section 33(1) of the Act, as the basic amount of its Council Tax for the year;
  - f) £1,402,726 being the aggregate amount of all special items referred to in Section 34(1) of the Act;

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g) £1,268.64 being the amount at (3)(e) above less the result given by dividing the amount at (3)(f) above by the amount at (2)(a) above, calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no special items relate;

h) Parts of the Council's area:

Bishopston	1,291.59
Clydach	1,307.28
Gorseinon	1,298.64
Gowerton	1,286.00
Grovesend and Waungron	1,283.93
Ilston	1,280.64
Killay	1,278.11
Llangennith, Llanmadoc and Cheriton	1,283.32
Llangyfelach	1,293.98
Llanrhidian Higher	1,327.74
Llanrhidian Lower	1,277.79
Llwchwr	1,293.14
Mawr	1,351.19
Mumbles	1,323.51
Penllergaer	1,279.62
Pennard	1,321.42
Penrice	1,292.51
Pontarddulais	1,306.78
Pontlliw & Tircoed	1,303.64
Port Eynon	1,281.28
Reynoldston	1,302.89
Rhossili	1,286.19
Three Crosses	1,310.88
Upper Killay	1,300.11

being the amounts given by adding to the amount at (3)(g) above the amounts of the special items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount at (2)(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which one or more special items relate;

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i) Parts of the Council's Area:

	Band	Band	Band	Band	Band	Band	Band	Band	Band
	A	B	C	D	E	F	G	H	I
	£	£	£	£	£	£	£	£	£
Bishopston	861.06	1,004.57	1,148.08	1,291.59	1,578.61	1,865.63	2,152.65	2,583.18	3,013.71
Clydach	871.52	1,016.77	1,162.03	1,307.28	1,597.79	1,888.29	2,178.80	2,614.56	3,050.32
Gorseinon	865.76	1,010.05	1,154.35	1,298.64	1,587.23	1,875.81	2,164.40	2,597.28	3,030.16
Gowerton	857.33	1,000.22	1,143.11	1,286.00	1,571.78	1,857.56	2,143.33	2,572.00	3,000.67
Grovesend & Waungron	855.95	998.61	1,141.27	1,283.93	1,569.25	1,854.57	2,139.88	2,567.86	2,995.84
Ilston	853.76	996.05	1,138.35	1,280.64	1,565.23	1,849.81	2,134.40	2,561.28	2,988.16
Killay	852.07	994.09	1,136.10	1,278.11	1,562.13	1,846.16	2,130.18	2,556.22	2,982.26
Llangennith, Llanmadoc & Cheriton	855.55	998.14	1,140.73	1,283.32	1,568.50	1,853.68	2,138.87	2,566.64	2,994.41
Llangyfelach	862.65	1,006.43	1,150.20	1,293.98	1,581.53	1,869.08	2,156.63	2,587.96	3,019.29
Llanrhidian Higher	885.16	1,032.69	1,180.21	1,327.74	1,622.79	1,917.85	2,212.90	2,655.48	3,098.06
Llanrhidian Lower	851.86	993.84	1,135.81	1,277.79	1,561.74	1,845.70	2,129.65	2,555.58	2,981.51
Llwchwr	862.09	1,005.78	1,149.46	1,293.14	1,580.50	1,867.87	2,155.23	2,586.28	3,017.33
Mawr	900.79	1,050.93	1,201.06	1,351.19	1,651.45	1,951.72	2,251.98	2,702.38	3,152.78
Mumbles	882.34	1,029.40	1,176.45	1,323.51	1,617.62	1,911.74	2,205.85	2,647.02	3,088.19
Penllergaer	853.08	995.26	1,137.44	1,279.62	1,563.98	1,848.34	2,132.70	2,559.24	2,985.78
Pennard	880.95	1,027.77	1,174.60	1,321.42	1,615.07	1,908.72	2,202.37	2,642.84	3,083.31
Penrice	861.67	1,005.29	1,148.90	1,292.51	1,579.73	1,866.96	2,154.18	2,585.02	3,015.86
Pontarddulais	871.19	1,016.38	1,161.58	1,306.78	1,597.18	1,887.57	2,177.97	2,613.56	3,049.15
Pontlliw and Tircoed	869.09	1,013.94	1,158.79	1,303.64	1,593.34	1,883.04	2,172.73	2,607.28	3,041.83
Port Eynon	854.19	996.55	1,138.92	1,281.28	1,566.01	1,850.74	2,135.47	2,562.56	2,989.65
Reynoldston	868.59	1,013.36	1,158.12	1,302.89	1,592.42	1,881.95	2,171.48	2,605.78	3,040.08
Rhossili	857.46	1,000.37	1,143.28	1,286.19	1,572.01	1,857.83	2,143.65	2,572.38	3,001.11
Three Crosses	873.92	1,019.57	1,165.23	1,310.88	1,602.19	1,893.49	2,184.80	2,621.76	3,058.72
Upper Killay	866.74	1,011.20	1,155.65	1,300.11	1,589.02	1,877.94	2,166.85	2,600.22	3,033.59
All other parts of the Council area	845.76	986.72	1,127.68	1,268.64	1,550.56	1,832.48	2,114.40	2,537.28	2,960.16

being the amounts given by multiplying the amounts at (3)(g) and (3)(h) above by the number which, in the population set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of the categories of dwellings listed in the different valuation bands;

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- 4) It be noted that for the year 2018-2019 the Police and Crime Commissioner for South Wales had stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below:

	Band	Band	Band	Band	Band	Band	Band	Band	Band
	A	B	C	D	E	F	G	H	I
	£	£	£	£	£	£	£	£	£
The Police and Crime Commissioner for South Wales	155.68	181.63	207.57	233.52	285.41	337.31	389.20	467.04	544.88

- 5) Having calculated the aggregate in each case of the amounts at (3)(i) and (4) above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of Council Tax for the year 2018-2019 for each of the categories of dwelling shown below:

	Band	Band	Band	Band	Band	Band	Band	Band	Band
	A	B	C	D	E	F	G	H	I
	£	£	£	£	£	£	£	£	£
Bishopston	1,016.74	1,186.20	1,355.65	1,525.11	1,864.02	2,202.94	2,541.85	3,050.22	3,558.59
Clydach	1,027.20	1,198.40	1,369.60	1,540.80	1,883.20	2,225.60	2,568.00	3,081.60	3,595.20
Gorseinon	1,021.44	1,191.68	1,361.92	1,532.16	1,872.64	2,213.12	2,553.60	3,064.32	3,575.04
Gowerton	1,013.01	1,181.85	1,350.68	1,519.52	1,857.19	2,194.87	2,523.53	3,039.04	3,545.55
Grovesend & Waungron	1,011.63	1,180.24	1,348.84	1,517.45	1,854.66	2,191.88	2,529.08	3,034.90	3,540.72
Ilston	1,009.44	1,177.68	1,345.92	1,514.16	1,850.64	2,187.12	2,523.60	3,028.32	3,533.04
Killay	1,007.75	1,175.72	1,343.67	1,511.63	1,847.54	2,183.47	2,519.38	3,023.26	3,527.14
Llangennith, Llanmadoc & Cheriton	1,011.23	1,179.77	1,348.30	1,516.84	1,853.91	2,190.99	2,528.07	3,033.68	3,539.29
Llangyfelach	1,018.33	1,188.06	1,357.77	1,527.50	1,866.94	2,206.39	2,545.83	3,055.00	3,546.17
Llanrhidian Higher	1,040.84	1,214.32	1,387.78	1,561.26	1,908.20	2,255.16	2,602.10	3,122.52	3,642.94
Llanrhidian Lower	1,007.54	1,175.47	1,343.38	1,511.31	1,847.15	2,183.01	2,518.85	3,022.62	3,526.39
Llwchwr	1,017.77	1,187.41	1,357.03	1,526.66	1,865.91	2,205.18	2,544.43	3,053.32	3,562.21
Mawr	1,056.47	1,232.56	1,408.63	1,584.71	1,936.86	2,289.03	2,641.18	3,169.42	3,697.66
Mumbles	1,038.02	1,211.03	1,384.02	1,557.03	1,903.03	2,249.05	2,595.05	3,114.06	3,633.07
Penllergaer	1,008.76	1,176.89	1,345.01	1,513.14	1,849.39	2,185.65	2,521.90	3,026.28	3,530.66
Pennard	1,036.63	1,209.40	1,382.17	1,554.94	1,900.48	2,246.03	2,591.57	3,109.88	3,628.19
Penrice	1,017.35	1,186.92	1,356.47	1,526.03	1,865.14	2,204.27	2,543.38	3,052.06	3,560.74
Pontarddulais	1,026.87	1,198.01	1,369.15	1,540.30	1,882.59	2,224.88	2,567.17	3,080.60	3,594.03
Pontlliw	1,024.77	1,195.57	1,366.36	1,537.16	1,878.75	2,220.35	2,561.93	3,074.32	3,586.71
Port Eynon	1,009.87	1,178.18	1,346.49	1,514.80	1,851.42	2,188.05	2,524.67	3,029.60	3,534.53
Reynoldston	1,024.27	1,194.99	1,365.69	1,536.41	1,877.83	2,219.26	2,560.68	3,072.82	3,584.96
Rhossili	1,013.14	1,182.00	1,350.85	1,519.71	1,857.42	2,195.14	2,532.85	3,039.42	3,545.99
Three Crosses	1,029.60	1,201.20	1,372.80	1,544.40	1,887.60	2,230.80	2,574.00	3,088.80	3,603.60
Upper Killay	1,022.42	1,192.83	1,363.22	1,533.63	1,874.43	2,215.25	2,556.05	3,067.26	3,578.47

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All other parts of the Council area	1,001.44	1,168.35	1,335.25	1,502.16	1,835.97	2,169.79	2,503.60	3,004.32	3,505.04
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**164. Treasury Management - Interim Year Review Report 2017/18.**

The Section 151 Officer submitted an information report outlining the Treasury Management Interim Year Review Report 2017-2018.

**165. Appointment of Lay Member of the Audit Committee.**

The Section 151 Officer submitted a report which sought consideration of the recommendation of the Appointments Committee held on 1 February 2018. The recommendation being to appoint Paula O'Connor as a Lay Member of the Audit Committee in order to comply with the Local Government (Wales) Measure 2011.

The Section 151 Officer proposed to amend the date of commencement for Paula O'Connor to 6 March 2018.

**Resolved that:**

- 1) Paula O'Connor be appointed as Lay Member of the Audit Committee as of 6 March 2018;
- 2) Her Term of Office end at the Local Government Election, currently scheduled for May 2022.

**166. Nomination of Lord Mayor Elect and Deputy Lord Mayor Elect 2018-2019.**

The Head of Democratic Services submitted a report which sought to nominate the Lord Mayor Elect and Deputy Lord Mayor Elect 2018-2019 in order to enable the arrangements for the Inauguration of the Lord Mayor and Deputy Lord Mayor event to proceed.

**Resolved that:**

- 1) Councillor David Phillips be nominated as Lord Mayor Elect 2018-2019;
- 2) Councillor Peter M Black be nominated as Deputy Lord Mayor Elect 2018-2019.

**167. Amendments to the Constitution.**

The Presiding Member, Monitoring Officer and Head of Democratic Services jointly submitted a report, which sought to make amendments in order to simplify, improve and / or add to the Council Constitution.

The proposed changes related to the following area of the Council Constitution:

- i) Part 4 "Rules of Procedure", "Local Authority (LA) Governor Appointments Procedure"



The Local Authority (LA) Governor Appointments Procedure was adopted by Council at its meeting on 26 October 2017 and added to Part 4 "Rules of Procedure" of the Council Constitution. Paragraph 1 of the Procedure is lengthy and in order to avoid duplicating that paragraph on each occasion Local Authority Governor Appointments are required; it is proposed to amend the Procedure so that those that are required to be part of the process be referred to as the "Local Authority (LA) Governors Appointment Group.

Additionally to ensure that the process is not delayed if the Chief Education Officer or Cabinet Member for Children, Education and Lifelong Learning are not available. An amendment is proposed to allow for a representative to participate on their behalf.

It is therefore proposed to amend Paragraph 1 of the Procedure as follows. The amendment being to add the words in bold:

*"1. All Local Authority Governor Appointments shall be made by Cabinet following a recommendation from the **Local Authority (LA) Governor Appointments Group, which consists of the Chief Education Officer or their representative** in conjunction with the Cabinet Member for Children, Education and Lifelong Learning **or their representative** and the Councillor(s) representing the ward(s) in the catchment area of the schools' views will be sought to input into the decision-making (Referred to within this document as Local Councillor(s))."*

ii) Part 5 "Codes & Protocols".

The "Hospitality Protocol" currently sits within the Councillors Handbook. As the Protocol relates to Councillors and Officers it is proposed that it be removed from the Councillors Handbook and added to Part 5 "Codes & Protocols" within the Council Constitution. The Protocol has been amended slightly. A copy of the amended Hospitality Protocol is attached as Appendix A to the report.

**Resolved that:**

- 1) The changes to the Council Constitution as outlined in Paragraphs 4.5, 5.1 and Appendix A of the report together with any further consequential changes be adopted.

**168. Council Bodies Diary 2018-2019.**

The Head of Democratic Services submitted a report which outlined the recommendations of the Democratic Services Committee held on 30 January 2018 and to present a draft Council Bodies Diary 2018-2019.

He outlined the following amendments to the diary as outlined in Appendix A of the report:

- i) **Remove** Council scheduled @ 17.00 on 27 September 2018.  
**Add** Council @ 17.00 on 20 September 2018.
- ii) **Remove** Democratic Services Committee @ 17.00 on 16 October 2018.  
**Add** Democratic Services Committee @ 17.00 on 9 October 2018.
- iii) **Remove** Safeguarding Policy Development & Delivery Committee @ 16.00 on 14 June, 12 July, 9 August, 13 September, 11 October, 8 November, 13 December 2018 & 10 January, 14 February, 14 March, 11 April 2019.  
**Add** Safeguarding Policy Development & Delivery Committee @ 16.00 on 20 June, 18 July, 15 August, 19 September, 17 October, 7 November, 12 December 2018 & 16 January, 20 February, 20 March, 17 April 2019.
- iv) **Remove** Gower AONB Partnership Steering Group @ 19.00 on 17 December 2018.  
**Add** Gower AONB Partnership Steering Group @ 19.00 on 3 December 2018.

**Resolved** that:

- 1) The findings in relation to the Timing of Council Meetings survey be noted;
- 2) The draft Council Bodies Diary 2018-2019 as amended be adopted subject to final approval at the Annual Meeting of Council on 24 May 2018.

#### **169. Councillors' Questions.**

##### **1) Part A 'Supplementary Questions'**

Thirteen (1) Part A 'Supplementary Questions' were submitted. The relevant Cabinet Member(s) responded by way of written answers contained in the Council Summons.

No supplementary question(s) required a written response.

##### **2) Part B 'Questions not requiring Supplementary Questions'**

One (1) Part B 'Questions not requiring Supplementary Questions' were submitted.

The meeting ended at 8.16 pm

**Chair**



## Report of the Cabinet Member for Children, Education & Lifelong Learning

Council – 22 March 2018

### Admissions Arrangements 2019/2020

**Purpose:** To determine the admission arrangements for maintained schools for the academic year 2019-2020

**Policy Framework:** The Admission Arrangements to Schools Policy.

**Consultation:** Education; Legal; Finance; all headteachers and governing bodies including voluntary aided schools; neighbouring admission authorities; the Admissions Forum.

**Recommendation(s):**

1. The proposed admission arrangements for 2019-2020 for Nursery as set out in Appendix A are approved.
2. The proposed admission arrangements for 2019-2020 for Reception as set out in Appendix B are approved.
3. The proposed admission arrangements for 2019-2020 for Year 7 as set out in Appendix C are approved.
4. The proposed admission arrangements for 2019-2020 for in-year transfers as set out in Appendix D are approved.
5. The proposed admission arrangements/criteria for entry for 2019-2020 for sixth forms set in Appendix E are approved.
6. The Schedule of Events at Appendix F is approved.
7. The admission numbers for primary and secondary schools are noted, as set out in Appendix G.
8. That delegated authority is given to the Chief Education Officer to make the changes required by the Additional Learning Needs and Education Tribunal (Wales) Act 2018 to the Admissions Arrangements listed above when the Act is implemented.

**Report Authors:** Melissa Taylor/Claire Abraham

**Finance Officer:** Ben Smith

**Legal Officer:** Stephanie Williams

**Access to Services Officer:** Sherill Hopkins

## **1. Introduction**

- 1.1 By virtue of Section 89 of the School Standards and Framework Act (1998) the local authority is responsible for determining the admission arrangements for County maintained schools. In accordance with the Education (Determinations of Admission Arrangements) (Wales) Regulations 2006 the Council has a duty to review the Admissions to Schools Policy and to consult governing bodies of voluntary aided schools on their admission arrangements.
- 1.2 The Welsh Government in July 2013 issued the School Admissions Code and the School Admission Appeals Code in December 2013. The School Admissions Code applies to arrangements made for the 2019-2020 academic year and covers admissions to primary and secondary schools.
- 1.3 Copies of the proposed admission arrangements for nursery classes are attached at Appendix A.
- 1.4 Copies of the proposed admission arrangements for primary schools are attached at Appendix B.
- 1.5 Copies of the proposed admission arrangements for secondary schools are attached at Appendix C
- 1.6 Copies of the proposed admission arrangements for in year transfers are attached at Appendix D.
- 1.7 Copies of the proposed admission arrangements and criteria for entry for sixth forms are attached at Appendix E.
- 1.8 The proposed 'Schedule of Events' for the admission process is shown at Appendix F.

In a change to previous years' admission arrangements, both the Year 7 (secondary) and Reception (primary) admission rounds are scheduled to run together in the autumn term for a period of eight weeks. This revised timetable was proposed following discussions with the Funding and Information Unit and in order to assist with budget planning preparation for schools will benefit by being in a better position to provide pupil projection figures which are submitted in January.

- 1.9 The admission numbers (ANs) for primary and secondary schools are shown at Appendix G.

## **2. Admission limits**

The local authority administers all admissions for community schools (schools funded and maintained entirely by LAs). Requests for admission to Voluntary Aided schools - Church schools (e.g. Roman Catholic, Church in Wales schools) are administered and determined by the admission criteria set by the Governing Body of that school. Voluntary Aided schools are responsible for determining their own admission arrangements.

## **Primary**

- 2.1 The capacity of each primary school including its nursery classes has been calculated using the Welsh Government formula and from this an Admission Number (AN) has been set. The admission numbers for primary schools are shown in Appendix G. All schools must admit up to their AN in the year of entry i.e. Reception in primary schools. In the year of entry, and in all other year groups, a child will be refused a place by the local authority (LA) once the AN is reached.
- 2.2 The School Standards and Framework Act 1998, The School Admissions (Infant Class Sizes) (Wales) Regulations 2013, restricts infant class sizes to a maximum of 30 (i.e. Reception, Year 1 and Year 2). Welsh Government has also introduced a recommended limit of 30 for key stage 2 class sizes.

## **Secondary**

- 2.3 The ANs shown at Appendix G are the limits for each year group.
- 2.4 Schools must not exceed their AN in the year of entry (i.e. Year 7 for secondary admissions or in any other year group).

## **Primary and secondary**

- 2.5 Even if parents living within the catchment area of a school apply for a place before the parental deadline, there is no guarantee of a catchment place if the AN has been reached.

## **In-year transfers**

- 2.6 Availability of places is determined by reference to the school's admission number. A child will be refused a place once the admission number has been reached. ANs shown at Appendix G are the limits for each year group. Schools must not exceed their AN in the year of entry (i.e. Reception for primary admissions and Year 7 for secondary admissions, or in any other year group).

## **Sixth forms**

- 2.7 Criteria for entry and admission arrangements for sixth forms, including admission limits, are outlined in Appendix E.

For schools with a sixth form, admission numbers will be the same for Years 12 and 13 as they are for Years 7 to 11.

## **3. Admissions criteria**

- 3.1 The Education (Admission of Looked After Children) (Wales) Regulations 2009 places a duty on admission authorities in Wales to admit children looked after by a local authority in Wales where an application for admission is made, even if the AN has been reached. Should an admission authority wish to refuse an admission application for a looked after child then they must refer the matter to the Welsh Ministers within seven days of receiving the application for decision. The decision of the Welsh Ministers is binding.

Previously looked after children (looked after children who cease to be so because they were adopted or became subject to a residence order, or special guardianship order immediately following having been looked after), are also included in this criteria under the Welsh Government's School Admissions Code.

- 3.2 Pupils with a Statement of Special Educational Needs do need to be included and accounted for when places are allocated and schools are informed of this.

### 3.3 **Oversubscription**

Where more applications are received for a particular school than there are places available, places will be awarded using the oversubscription criteria set out in the admission arrangements. (see Appendices A, B, C and D).

## 4. **Results of the Consultation**

### 4.1 **Response 1**

Response 1 was from a Headteacher of a secondary school who commented:

"I can confirm following our Governing Body meeting last night that governors are happy with the admissions arrangements."

### 4.2 **Response 2**

Response 2 was from the governing body of a primary school who commented:

"The proposed admission arrangements are acceptable to our governing body."

### 4.3 **Response 3**

Response 3 was from the governing body of a primary school who commented:

"The Governing Body at xxx Primary School have concerns regarding the criteria for Secondary School Admission and would like these to be considered with regards to the Admission Arrangement 2019-2020. Governors feel that the priority given to children attending a "designated partner primary school but who live outside the catchment area of that school" should be preceded by the distance from the school to where the pupil lives; eg. A child living in Sketty, choosing to attend xxx Primary School, should not be given priority over a child living closer, say West Cross, who attends xxx, as this disadvantages non-feeder primaries situated in between two Secondary schools. The governors have anecdotal evidence of parents choosing neighbouring schools which feed xxx Comprehensive rather than xxx, and also of children moving school to attend a partner primary school in Year 5 or 6 in order to ensure entry to their preferred Comprehensive. Where Secondary Schools are involved in transition work with non-feeder primaries, then there is simply little advantage to this criteria and is of clear detriment to the non-chosen school's budget.

Governors would also recommend that in light of the ALN Bill which will negate the need for Statements of Special Educational Needs then the LA might wish to consider including a line such as the following:

- Correct at time of publishing. Any impact of new legislation will be considered when available
- Correct at time of publishing. *The* impact of new legislation will be considered when available
- Statement of Special Educational Need or the equivalent in the revised ALN regulations

Thank you for the opportunity to comment and consider the Admission Arrangements for 2019-2020”.

### **LA Response:**

You have indicated that the Governing Body for xxx Primary School consider that priority is ‘given to children attending a “designated partner primary school but who live outside the catchment area of that school” should be preceded by the distance from the school to where the pupil lives’.

In all the different admission criteria for Swansea Council, distance is used as the tie-breaker in the event that two or more pupils have equal status to claim a place at a particular Swansea secondary school. The distance tie-breaker is used for each of the separate published over-subscription criteria and the Local Authority considers that this is the most effective way to administer school admissions and is in accordance with Welsh Government requirements.

The Governing Body response indicates anecdotal evidence of pupils seeking places at other primary schools that feed xxx Comprehensive School above xxx Primary School (that does not feed xxx Comprehensive School) in order to have a higher priority for a place at xxx Comprehensive School. It is noted that this is having a negative impact upon xxx Primary School as pupils who live within the designated catchment area for the school sometimes seek places at alternative primary schools that are partner primary schools for xxx Comprehensive School. Further that if distance was used as the admission criteria then pupils would be assessed on the distance they live from a particular school rather than whether they live in a designated catchment area or if they have attended a partner primary school. The Local Authority considers that this system would not provide as much support for secondary schools to implement appropriate transition links with primary schools as it would likely increase the work required to link with a greater number of primary schools to support pupils transferring from Year 6 the primary education phase to Year 7 the secondary education phase.

The Local Authority considers that whichever criteria is in place, there will be schools that will gain and others that may experience disadvantage. This is mainly because parents are at liberty to request a place at any school and applications will be made to schools that are deemed to have the best advantage for a pupil seeking a place at a popular secondary school. The Local Authority does not consider it appropriate to review or realign the current over-subscription criteria as the Governing Body has requested.

With reference to the further points you have made namely:

- Correct at time of publishing. Any impact of new legislation will be considered when available
- Correct at time of publishing. The impact of new legislation will be considered when available
- Statement of Special Educational Need or the equivalent in the revised ALN regulations

The Local Authority is grateful for this response and will include the above references in the final published document.

I would like to thank the Governing Body for the response they have submitted on this occasion.

## **5. Admission Forum**

The admission forum has a role in ensuring a fair admissions system that does not disadvantage one child compared with another and is straightforward and easy for parents to understand. Admission forums are responsible for monitoring compliance with the School Admissions Code. Membership of the forum includes:-

Local Authority representatives (Members and officers)  
Headteacher representatives for secondary schools (English and Welsh Medium)  
Headteacher representatives for primary schools (English and Welsh Medium)  
Governor representatives  
Diocesan representative  
Voluntary Aided schools representatives (primary and secondary)

Following due consideration the Forum agreed that their recommendation would be that the Admission Arrangements 2019-2020 be approved in their current format.

## **6. Equality and Engagement Implications**

A full Equality Impact Assessment (EIA) Report was completed for admission arrangements in 2014, with no adverse impacts identified. The EIA has been reviewed for the 2019-2020 arrangements, with no further changes required.

## **7. Financial implications**

Whilst there are no immediate financial implications arising from this report, acceptance of this policy could result in additional expenditure at a future time. Acceptance of the policy does not mean that additional resources will be made available and it should be assumed that future spending needs will need to be contained within existing budget provision and have full and due regard to the budget principles set out in 'Sustainable Swansea – Fit for the Future' and the likely levels of future budgets having due regard to the budget and medium term financial plan.



## **8. Legal implications**

- 8.1 Section 89 of the School Standards and Framework Act 1998 and Regulation 4 of the Education (Determination of Admission Arrangements) (Wales) Regulations 2006 require Admission Authorities to consult and determine school admission arrangements annually. The Regulations set requirements for consultation and determinations of admission arrangements. The Welsh Government has issued guidance circular 'Measuring the Capacity of Schools in Wales', which sets out methodology for local authorities to follow when determining their admission arrangements. There is also a requirement to consider the guidelines contained in the Welsh Government School Admissions Code.
- 8.2 The Additional Learning Needs and Education Tribunal (Wales) Bill was passed by the National Assembly for Wales on 12 December 2017 and became an Act on 24 January 2018 after receiving Royal Assent. The Act replaces the terms 'special educational needs' (SEN) and 'learning difficulties and/or disabilities' (LDD) with the new term ALN.

In 2018, the ALN Code and regulations which support the Act will be revised, consulted on, laid before the National Assembly for Wales and published.

For the time being, local authorities and all those who work with children and young people with SEN, must ensure that they continue to comply with the duties placed upon them by the Education Act 1996. They must also continue to have regard to the SEN Code of Practice for Wales (2004). However once the ALN Code and Regulations are in force the term Special Educational Needs in the Council's admissions arrangements will need to be revised.

### **Background papers:**

Education (Determination of Admission Arrangements) (Wales) Regulations 2006  
Welsh Government (WG) guidance 'Measuring the Capacity of Schools in Wales'.  
School Admissions Code, School Admission Appeals Code. WG July 2013 and December 2013.

EIA Screening Form

EIA Report

### **Appendices:**

Appendix A - Admission Arrangements 2018-2019 Nursery

Appendix B - Admission Arrangements 2018-2019 Reception

Appendix C - Admission Arrangements 2018-2019 Year 7

Appendix D - Admission Arrangements for 2018-2019 for In Year Transfers

Appendix E - Admission Arrangements/Criteria for Entry 2018-2019 Sixth Forms.

Appendix F - Schedule of Events

Appendix G - Admission Numbers for Primary and Secondary Schools

**TREFNIADAU DERBYN 2019-2020**  
**(Dosbarthiadau meithrin yn ysgolion yr awdurdod lleol)**

Yr awdurdod lleol, yr ALL, yw'r awdurdod derbyn ar gyfer holl ysgolion cymunedol yr ardal.

**Derbyn i Ddosbarthiadau Meithrin**

Bydd gofyn i rieni/ofalwyr sydd am gael lle i'w plentyn mewn dosbarth meithrin gyflwyno cais am le.

Bydd gofyn i rieni/ofalwyr sydd am gael lle mewn ysgol gyflwyno cais am le. Gall rhieni/gofalwyr naill ai wneud cais ar-lein am le yn ysgol y dalgylch neu fynegi dewis am le mewn ysgol arall. Gellir darparu cefnogaeth i rieni y mae angen cymorth arnynt lle y bo angen. Caniateir ceisiadau am leoedd os na fydd gwneud hynny'n peryglu darparu addysg effeithlon neu'r defnydd effeithlon o adnoddau.

**Nid oes hawl i apelio** os gwrthodir lle i blentyn mewn dosbarth meithrin.

Gall nifer y lleoedd meithrin sydd ar gael fod yn wahanol i nifer derbyn gweddill y grwpiau blwyddyn mewn ysgol (Derbyn - Blwyddyn 6)

**(a) Meini Prawf Gorymgeisio– dosbarthiadau meithrin mewn Ysgolion Cymunedol†**

Os cafwyd mwy o geisiadau mewn ysgol na'r lleoedd sydd ar gael, bydd y drefn flaenoriaeth ganlynol yn berthnasol:

1. Plant y mae'r awdurdod lleol yn gofalu amdanynt h.y. plant sy'n derbyn gofal (PDG), neu a oedd yn arfer derbyn gofal\*.
2. Plant sy'n byw yn nalgylch penodol yr ysgol. Ni ellir gwarantu lle yn y dalgylch. Os bydd mwy o geisiadau na lleoedd, caiff y lleoedd eu dyrannu yn ôl pellter, gyda'r rhai sy'n byw agosaf i'r ysgol (y daith gerdded fyrraf) yn cael blaenoriaeth\*\*.
3. Plant y mae ganddynt frawd neu chwaer o oedran ysgol statudol\*\*\*\* sy'n mynd i'r ysgol adeg eu derbyn\*\*\*. Os bydd mwy o geisiadau na lleoedd, caiff y lleoedd eu dyrannu yn ôl pellter, gyda'r rhai sy'n byw agosaf i'r ysgol (y daith gerdded fyrraf) yn cael blaenoriaeth\*\*.
4. Plant eraill y gwnaed cais am le drostynt nad yw meini prawf 1 i 3 uchod yn berthnasol iddynt. Os bydd mwy o geisiadau na lleoedd, caiff y lleoedd eu dyrannu yn ôl pellter, gyda'r rhai sy'n byw agosaf i'r ysgol (y daith gerdded fyrraf) yn cael blaenoriaeth\*\*.

\*Plant a oedd yn arfer derbyn gofal: plant nad ydynt yn derbyn gofal bellach gan eu bod wedi cael eu mabwysiadu, wedi bod yn destun gorchymyn preswyl neu orchymyn gwarcheidwadaeth arbennig yn syth ar ôl derbyn gofal.

\*\* Mesurir y pellter o'r tu allan i fynedfa'r eiddo (tŷ neu fflat) i fynedfa swyddogol agosaf yr ysgol. Defnyddir rhaglen gyfrifiadur GIS yr Awdurdod Lleol i fesur y pellter.

\*\*\* Diffinnir brawd neu chwaer fel plentyn naturiol neu blentyn sydd wedi'i fabwysiadu'n gyfreithlon gan y naill riant neu'r llall sy'n byw yn yr un cyfeiriad. Mewn unrhyw sefyllfa pan fydd un lle ar gael ac mae'r plant cymwys nesaf ar gyfer y lle hwnnw'n efeilliaid/tripledi, bydd yr ALI yn derbyn y ddau/tri phlentyn.

\*\*\*\*Diffinnir oedran ysgol statudol fel disgyblion sydd rhwng 5 ac 16 oed h.y. disgyblion mewn unrhyw grŵp blwyddyn rhwng ac yn cynnwys y dosbarth Derbyn a Blwyddyn 11.

**Sylwer** bod gan ysgolion ddyletswydd i dderbyn plant â Datganiad o Anghenion Addysgol Arbennig sydd wedi'u rhoi yn yr ysgol gan yr ALI a chaiff y disgyblion hyn eu cyfrif tuag at y nifer a dderbynnir hyd at y Nifer Derbyn, oni bai eu bod yn cael eu rhoi mewn Cyfleuster Addysgu Arbenigol â lleoedd cynlluniedig.

Penderfynir ar geisiadau i Ysgolion Gwirfoddol a Gynorthwyr trwy gyfeirio at y meini prawf derbyn a osodwyd gan y corff llywodraethu. Cyrff llywodraethu Ysgolion Gwirfoddol a Gynorthwyr sy'n gyfrifol am bennu eu trefniadau derbyn hwy.

#### **(b) Gweithdrefnau Derbyn - lleoedd meithrin mewn Ysgolion Cymunedol<sup>†</sup>**

Gall rhieni/gwarchodwyr gyflwyno cais am le i'w plentyn yn ysgol y dalgylch neu fynegi dewis ar gyfer lle mewn ysgol arall gan ddefnyddio ffurflen cais am dderbyn.

Rhoddir lle mewn ysgol os oes lle ar gael. Lle mae'r ceisiadau derbyn yn fwy na nifer y lleoedd sydd ar gael, dyrennir y lleoedd yn ôl meini prawf gorymgeisio'r ALI.

Dylid defnyddio'r prif gyfeiriad preswyl wrth gyflwyno cais. Ni ellir defnyddio cyfeiriadau sydd â chyfyngiadau ar ddeiliadaeth megis cabanau mewn parciau gwyliau sydd â chyfyngiadau tymhorol ar ddeiliadaeth fel cyfeiriad parhaol.

Ni fydd hawl awtomatig gan blant sy'n mynd i ddsbarth meithrin mewn ysgol i dderbyn addysg amser llawn yn yr un ysgol. Bydd angen i rieni wneud cais am le ynghyd ag ymgeiswyr eraill ar yr adeg briodol.

Ni cheir penderfyniadau ar geisiadau ar sail meini prawf dewis sy'n cynnwys sefyll profion, gweld adroddiadau ysgol neu gyfweld â disgyblion, gyda neu heb eu rhieni, at ddibenion asesu gallu neu addasrwydd.

#### **Rhestrau Aros**

Gyda phob cais, os gwrthodir cais rhieni/gofalwyr am le i'w plentyn mewn ysgol, caiff y plentyn ei roi ar y rhestr aros yn awtomatig. Caiff enwau disgyblion eu cadw ar y rhestr aros am y flwyddyn academiaidd gyfan ac ni chânt eu dileu oni bai bod rhiant yn cadarnhau'n ysgrifenedig nad yw'n dymuno i enw ei blentyn/blant gael ei gadw ar y rhestr aros mwyach. Os daw lle ar gael, caiff ei ddyrannu gan yr ALI yn unol â'r meini prawf gorymgeisio.

Ni fydd rhaid i'r ALI gydymffurfio ag unrhyw ddewis a fynegwyd fel arall ond yn unol â'i drefniadau'n unig.

**D.S.:** Nid yw'r meini prawf gorymgeisio'n berthnasol i ddisgyblion y mae gan yr ALI Ddatganiad o Anghenion Addysgol Arbennig ar eu cyfer, ond mae hawliau'r rhieni i fod yn rhan o leoli eu plant wedi'u hamddiffyn gan y gyfraith. Bydd yr ALI, mewn ymgynghoriad â rhieni ac ysgolion, yn penderfynu ym mha ysgol y bydd yr addysg yn cael ei darparu. Mae'r ALI yn cadw'r hawl i enwi ysgol nad yw'n ysgol y dalgylch. (Yn gywir wrth fynd i'r wasg. Caiff effaith unrhyw ddeddfwriaeth newydd ei hystyried pan fydd ar gael).

**Sylwer:** Bydd angen cwblhau arolwg dalgylch yn unol â rhaglen gyfalaf Band B. Cynhelir proses ymgynghori statudol lawn yn ôl yr angen pan gytunir ar amserlenni prosiectau amrywiol. Bydd gan rieni a disgyblion yn ogystal â staff, llywodraethwyr a'r gymuned ehangach gyfle i gymryd rhan yn y broses ymgynghori a chyhoeddir unrhyw hysbysiadau am newidiadau i ddalgylch er mwyn sicrhau bod gwybodaeth ar gael i rieni wrth ddewis ysgol ar gyfer eu plentyn/plant. Ni fydd newidiadau i ddalgylch yn dod i rym tan fis Medi 2020 ar yr adeg gynharaf.

† Ysgolion Cymunedol - wedi eu cyllido a'u cynnal yn gyfan gwbl gan ALI.

## TREFNIADAU DERBYN 2019-2020 (Derbyn)

Yr Awdurdod Lleol, yr ALI, yw'r awdurdod derbyn ar gyfer holl ysgolion cymunedol yr ardal.

Gwahoddir pob plentyn sydd ar fin dechrau addysg amser llawn i wneud cais am le mewn ysgol a gynhelir gan yr ALI.

Bydd gofyn i rieni/ofalwyr sydd am gael lle mewn ysgol gyflwyno cais am le. Gall rhieni/gofalwyr naill ai wneud cais ar-lein am le yn ysgol y dalgylch neu fynegi dewis am le mewn ysgol arall. Gellir darparu cefnogaeth i rieni y mae angen cymorth arnynt lle y bo angen. Caniateir ceisiadau am le os na fydd gwneud hynny yn:

- peryglu darparu addysg effeithlon neu'r defnydd effeithlon o adnoddau, ac
- ar gyfer ysgolion a gynorthwyr yn wirfoddol, bod yn anghydnaws â'r trefniadau derbyn y cytunwyd arnynt rhwng y Corff Llywodraethu a'r ALI.

Rhoddir y flaenoriaeth i'r rhieni hynny sy'n gwneud cais am le mewn unrhyw ysgol mewn pryd.

### (a) Cyfyngiadau Derbyn – Ysgolion Cymunedol†

Mae'n rhaid i bob ysgol dderbyn plant hyd at ei nifer derbyn ym mlwyddyn y derbyn (h.y. dosbarth Derbyn mewn ysgolion cynradd) Ym mlwyddyn y derbyn, gwrthodir lle i blentyn ar ôl cyrraedd y Rhif Derbyn. Os gwrthodir lle yn yr ysgol, mae'n rhaid rhoi hawl apelio i'r rhieni/gofalwyr hynny.

Mae'r nifer derbyn yn berthnasol i bob grŵp blwyddyn (ac eithrio'r meithrin).

### (b) Meini Prawf Gorymgeisio - Ysgolion Cymunedol†

Os cafwyd mwy o geisiadau mewn ysgol na'r lleoedd sydd ar gael, bydd y drefn flaenoriaeth ganlynol yn berthnasol:

1. Plant sy'n derbyn gofal gan awdurdod lleol h.y. plant sy'n derbyn gofal (PDG), neu a oedd yn arfer derbyn gofal\*.
2. Plant sy'n byw yn nalgylch penodol yr ysgol. Ni ellir gwarantu lle yn y dalgylch. Os bydd mwy o geisiadau na lleoedd, caiff y lleoedd eu dyrannu yn ôl pellter, gyda'r rhai sy'n byw agosaf i'r ysgol (y daith gerdded fyrraf) yn cael blaenoriaeth\*\*.
3. Plant y mae ganddynt frawd neu chwaer o oedran ysgol statudol\*\*\*\* sy'n mynd i'r ysgol ar adeg eu derbyn\*\*\*. Os bydd mwy o geisiadau na lleoedd, caiff lleoedd eu dyrannu yn ôl pellter, gyda'r rhai sy'n byw agosaf at yr ysgol (y llwybr cerdded byrraf sydd ar gael) yn cael blaenoriaeth\*\*.
4. Plant eraill y gwnaed cais am le drostynt nad yw meini prawf 1 i 3 uchod yn berthnasol iddynt. Os bydd mwy o geisiadau na lleoedd, caiff y lleoedd eu dyrannu yn ôl pellter, gyda'r rhai sy'n byw agosaf i'r ysgol (y daith gerdded fyrraf) yn cael blaenoriaeth\*\*.

\*Plant a oedd yn arfer derbyn gofal: plant nad ydynt yn derbyn gofal bellach gan eu bod wedi cael eu mabwysiadu, wedi bod yn destun gorchymyn preswyl neu orchymyn gwarcheidwadaeth arbennig yn syth ar ôl derbyn gofal.

\*\*Mesurir y pellter o'r tu allan i fynedfa'r eiddo (tŷ neu fflat) i fynedfa swyddogol agosaf yr ysgol. Defnyddir rhaglen gyfrifiadu GIS yr Awdurdod Lleol i fesur y pellter.

\*\*\*Diffinnir brawd neu chwaer fel plentyn naturiol neu blentyn sydd wedi'i fabwysiadu'n gyfreithlon gan y naill riant neu'r llall sy'n byw yn yr un cyfeiriad. Mewn unrhyw sefyllfa pan fydd un lle ar gael ac mae'r plant cymwys nesaf ar gyfer y lle hwnnw'n efeilliaid/tripledi, bydd yr ALI yn derbyn y ddau/tri phlentyn.

\*\*\*\*Diffinnir oedran ysgol statudol fel disgyblion sydd rhwng 5 ac 16 oed h.y. disgyblion mewn unrhyw grŵp blwyddyn rhwng ac yn cynnwys y dosbarth Derbyn a Blwyddyn 11.

**Ni fydd** yr ALI yn darparu cludiant nac yn cyfrannu at gostau cludiant ar gyfer y plant sy'n cael eu derbyn o'r tu allan i ddalgyrch penodol yr ysgol. Fodd bynnag, os yw grŵp blwyddyn ysgol y dalgyrch yn llawn, darperir cludiant i'r ysgol agosaf â lle, os yw'r ysgol yn fwy na 2 filltir o'r cartref.

### **Plant sydd â Datganiad o Anghenion Addysgol Arbennig**

Nid yw'r meini prawf gorymgeisio'n berthnasol i ddisgyblion y mae gan yr ALI Ddatganiad o Anghenion Addysgol Arbennig ar eu cyfer, ond mae hawliau'r rhieni i fod yn rhan o leoli eu plant wedi'u hamddiffyn gan y gyfraith. Bydd yr ALI, mewn ymgynghoriad â rhieni/gofalwyr ac ysgolion, yn penderfynu ym mha ysgol y caiff yr addysg ei darparu. Mae'r ALI yn cadw'r hawl i enwi ysgol nad yw'n ysgol y dalgyrch.

Mae gan ysgolion ddyletswydd i dderbyn plant â Datganiad o Anghenion Addysgol Arbennig sydd wedi'u rhoi mewn ysgol gan yr ALI a chaiff y disgyblion hyn eu cyfrif tuag at y nifer a dderbynnir hyd at y nifer derbyn, oni bai eu bod yn cael eu rhoi mewn Cyfleuster Addysgu Arbenigol â lleoedd cynlluniedig.

(Yn gywir wrth fynd i'r wasg. Caiff effaith unrhyw ddeddfwriaeth newydd ei hystyried pan fydd ar gael).

### **Ysgolion a gynorthwyir yn wirfoddol (ysgolion eglwys - Catholig, yr Eglwys yng Nghymru)**

Penderfynir ar geisiadau i ysgolion a gynorthwyir yn wirfoddol drwy gyfeirio at y meini prawf derbyn a osodwyd gan y Corff Llywodraethu. (Cyrff Llywodraethu Ysgolion Gwirfoddol a Gynorthwyir sy'n gyfrifol am bennu eu trefniadau derbyn hwy).

#### **(c) Gweithdrefnau Derbyn – Ysgolion Cymunedol†**

Gofynnir i rieni/ofalwyr wneud cais ar-lein am le i'w plentyn yn ysgol y dalgyrch neu fynegi dewis ar gyfer lle mewn ysgol arall gan ddefnyddio ffurflen cais am dderbyn.

Caniateir ceisiadau am le os oes lleoedd ar gael. Os yw nifer y ceisiadau derbyn yn fwy na nifer y lleoedd sydd ar gael yn ôl y nifer derbyn cyhoeddedig, caiff lleoedd eu dyrannu trwy ddilyn meini prawf gorymgeisio'r ALI.

Dylid defnyddio'r prif gyfeiriad preswyl wrth gyflwyno cais. Ni ellir defnyddio cyfeiriadau sydd â chyfyngiadau ar ddeiliadaeth megis cabanau mewn parciau gwyliau sydd â chyfyngiadau tymhorol ar ddeiliadaeth fel cyfeiriad parhaol.

Ni fydd hawl awtomatig gan blant sy'n mynd i ddsbarth meithrin mewn ysgol i dderbyn addysg amser llawn yn yr un ysgol. Bydd rhaid i rieni/ofalwyr wneud cais am le gyda'r ymgeiswyr eraill.

Er bod yr ALL yn caniatáu i ddisgyblion ddechrau'n amser llawn yn y dosbarth Derbyn ar ddechrau'r flwyddyn ysgol y maent yn 5 oed, nid yw'n ofynnol yn ôl y gyfraith i blentyn ddechrau ysgol nes dechrau'r tymor sy'n dilyn pen-blwydd y plentyn yn 5 oed. Felly, os yw rhiant y plentyn am ohirio mynediad i'r dosbarth Derbyn tan yn ddiweddarach yn y flwyddyn, mae'n rhaid dyrannu lle i'r plentyn hwnnw, ac ni chynigir y lle hwn i unrhyw blentyn arall. Fodd bynnag, ni ellir gohirio mynediad ar ôl dechrau'r tymor wedi pen-blwydd y plentyn yn bum mlwydd oed, neu ar ôl i'r flwyddyn academaidd wreiddiol y derbyniwyd y cais ynddi.

Caiff ceisiadau am dderbyn plentyn mewn dosbarth Derbyn a gyflwynir ar, neu cyn y dyddiad cau gweinyddol, sef **30 Tachwedd 2018** eu prosesu gyda'i gilydd, a dyrennir y lleoedd yn unol â'r meini prawf gorymgeisio uchod. Yn hyn o beth, nid oes unrhyw fantais i gyflwyno'r cais am dderbyn yn gynnar. Caiff ceisiadau a gyflwynir ar ôl y dyddiad cau eu prosesu yn nhrefn y dyddiadau y cawsant eu derbyn unwaith yr ymdrinnir â'r holl geisiadau a gafwyd mewn pryd

Ni cheir penderfyniadau ar geisiadau ar sail meini prawf dewis sy'n cynnwys sefyll profion, gweld adroddiadau ysgol neu gyfweld â disgyblion, gyda neu heb eu rhieni, at ddibenion asesu gallu neu addasrwydd. Bydd rhieni sydd wedi cyflwyno cais erbyn **30 Tachwedd 2018** yn cael gwybod a ddyrannwyd lle i'w plant erbyn **16 Ebrill 2019**.

### **Hawl i Apelio**

Caiff rhieni/gofalwyr eu hysbysu trwy lythyr a fu eu cais yn llwyddiannus. Os gwrthodwyd eu cais, hysbysir rhieni/gofalwyr drwy lythyr bod ganddynt hawl i apelio i Banel Apêl Annibynnol. Os byddant yn dewis arfer yr hawl honno, rhaid cyflwyno'r apêl i'r Tîm Ysgolion a Llywodraethwyr yn y Ganolfan Ddinesig erbyn **14 Mai 2019**. Caiff yr apêl ei ystyried gan Banel Apêl Annibynnol sy'n cynnwys 3 i 5 person, sef pobl leyg a phobl â phrofiad o faes addysg.

### **Sylwer:**

Oherwydd uchafswm statudol maint dosbarthiadau, sef 30, prin iawn yw'r amgylchiadau lle gall apêl am le mewn dosbarth babanod (Derbyn, Blwyddyn 1 a Blwyddyn 2) lwyddo.

### **Rhestrau Aros**

Gyda phob cais, os gwrthodir cais rhieni/gofalwyr am le i'w plentyn mewn ysgol, caiff y plentyn ei roi ar y rhestr aros yn awtomatig a chynigir cyfle i gwrdd â Phanel Apêl Annibynnol. Cedwir enwau'r plant ar y rhestr aros am y flwyddyn academaidd gyfan a chânt eu dileu dim ond os ceir apêl lwyddiannus neu os yw rhiant yn cadarnhau'n ysgrifenedig nad yw'n dymuno i

enw ei blentyn fod ar y rhestr aros bellach. Os daw lle ar gael, caiff ei ddyrannu gan yr ALI yn unol â'r meini prawf gorymgeisio.

Ni fydd rhaid i'r ALI gydymffurfio ag unrhyw ddewis a fynegwyd fel arall ond yn unol â'i drefniadau'n unig.

**Sylwer:** Bydd angen cwblhau arolwg dalgylch yn unol â rhaglen gyfalaf Band B. Cynhelir proses ymgynghori statudol lawn yn ôl yr angen pan gytunir ar amserlenni prosiectau amrywiol. Bydd gan rieni a disgyblion yn ogystal â staff, llywodraethwyr a'r gymuned ehangach gyfle i gymryd rhan yn y broses ymgynghori a chyhoeddir unrhyw hysbysiadau am newidiadau i ddalgylch er mwyn sicrhau bod gwybodaeth ar gael i rieni wrth ddewis ysgol ar gyfer eu plentyn/plant. Ni fydd newidiadau i ddalgylch yn dod i rym tan fis Medi 2020 ar yr adeg gynharaf.

† Ysgolion Cymunedol - wedi eu cyllido a'u cynnal yn gyfan gwbl gan ALI.



**TREFNIADAU DERBYN 2019-2020 (Blwyddyn 7)**

Yr Awdurdod Lleol yw'r awdurdod derbyn ar gyfer holl ysgolion cymunedol yr ardal.

Gwahoddir pob plentyn sydd ar fin trosglwyddo o addysg gynradd i addysg uwchradd i wneud cais am le mewn ysgol a gynhelir gan yr ALL.

Bydd gofyn i rieni/ofalwyr sydd am gael lle mewn ysgol gyflwyno cais am le. Gall rhieni/gofalwyr naill ai wneud cais ar-lein am le yn ysgol y dalgylch neu fynegi dewis am le mewn ysgol arall. Gellir darparu cefnogaeth i rieni y mae angen cymorth arnynt lle y bo angen. Caniateir ceisiadau am le os na fydd hynny'n:

- peryglu darparu addysg effeithlon neu'r defnydd effeithlon o adnoddau, ac
- ar gyfer ysgolion a gynorthwyr yn wirfoddol, bod yn anghydnaws â'r trefniadau derbyn y cytunwyd arnynt rhwng y Corff Llywodraethu a'r ALL.

Rhoddir y flaenoriaeth i'r rhieni hynny sy'n cyflwyno cais am le mewn unrhyw ysgol mewn pryd.

**(a) Cyfyngiadau Derbyn – Ysgolion Cymunedol†**

Penderfynir ar argaeledd lleoedd trwy gyfeirio at nifer derbyn yr ysgol. Mae'n rhaid i ysgolion dderbyn hyd at y nifer derbyn ym mlwyddyn y derbyn (h.y. Blwyddyn 7 mewn ysgol uwchradd) ac ni all fynd dros ben y nifer hwn. Os gwrthodir lle yn yr ysgol, mae'n rhaid rhoi hawl apelio i'r rhieni/gofalwyr hynny.

Mae'r nifer derbyn yn berthnasol i bob grŵp blwyddyn.

**(b) Meini Prawf Gorymgeisio - Ysgolion Cymunedol†**

Os cafwyd mwy o geisiadau mewn ysgol na'r lleoedd sydd ar gael, bydd y drefn flaenoriaeth ganlynol yn berthnasol:

1. Plant y mae'r awdurdod lleol yn gofalu amdanynt h.y. plant sy'n derbyn gofal (PDG), neu a oedd yn arfer derbyn gofal\*.
2. Plant sy'n byw yn nalgylch penodol yr ysgol. Ni ellir gwarantu lle yn y dalgylch. Os bydd mwy o geisiadau na lleoedd, caiff y lleoedd eu dyrannu yn ôl pellter, gyda'r rhai sy'n byw agosaf i'r ysgol (y daith gerdded fyrraf) yn cael blaenoriaeth\*\*.
3. Plant y mae ganddynt frawd neu chwaer o oedran ysgol statudol\*\*\*\* sy'n mynd i'r ysgol ar adeg eu derbyn\*\*\*. Os bydd mwy o geisiadau na lleoedd, caiff lleoedd eu dyrannu yn ôl pellter, gyda'r rhai sy'n byw agosaf at yr ysgol (y llwybr cerdded byrraf sydd ar gael) yn cael blaenoriaeth\*\*.
4. Plant sy'n mynd i ysgol gynradd bartner ddynodedig ond sy'n byw y tu allan i ddalgylch yr ysgol honno. Nid yw mynychu ysgol gynradd sy'n bwydo ysgol arall yn gwarantu lle yn yr ysgol uwchradd gysylltiedig. Os ceir mwy o geisiadau na nifer y lleoedd sydd ar gael, dyrennir lleoedd yn ôl pellter gyda'r rheiny sy'n byw'n agosaf (llwybr cerdded byrraf sydd ar gael) yn cael eu blaenoriaethu\*\*.
5. Plant eraill nad yw meini prawf 1 i 4 yn berthnasol iddynt. Os bydd mwy o geisiadau na lleoedd, caiff lleoedd eu dyrannu yn ôl pellter, gyda'r

rhai sy'n byw agosaf at yr ysgol (y llwybr cerdded byrraf sydd ar gael) yn cael blaenoriaeth\*\*.

\*Plant a oedd yn arfer derbyn gofal: plant nad ydynt yn derbyn gofal bellach gan eu bod wedi cael eu mabwysiadu, wedi bod yn destun gorchymyn preswyl neu orchymyn gwarcheidwadaeth arbennig yn syth ar ôl derbyn gofal.

\*\*Mesurir y pellter o'r tu allan i fynedfa'r eiddo (tŷ neu fflat) i fynedfa swyddogol agosaf yr ysgol. Defnyddir rhaglen gyfrifiadur GIS yr Awdurdod Lleol i fesur y pellter.

\*\*\* Diffinnir brawd neu chwaer fel plentyn naturiol neu blentyn sydd wedi'i fabwysiadu'n gyfreithlon gan y naill riant neu'r llall sy'n byw yn yr un cyfeiriad. Mewn unrhyw sefyllfa pan fydd un lle ar gael ac mae'r plant cymwys nesaf ar gyfer y lle hwnnw'n efeilliaid/tripledi, bydd yr ALI yn derbyn y ddau/tri phlentyn.

\*\*\*\* Diffinnir oedran ysgol statudol fel disgyblion sydd rhwng 5 ac 16 oed h.y. disgyblion mewn unrhyw grŵp blwyddyn rhwng ac yn cynnwys y dosbarth Derbyn a Blwyddyn 11.

**Ni fydd** yr ALI yn darparu cludiant nac yn cyfrannu at gostau cludiant ar gyfer y plant sy'n cael eu derbyn o'r tu allan i ddalgylch penodol yr ysgol. Serch hynny, os yw grŵp blwyddyn y dalgylch yn llawn, darperir cludiant i'r ysgol agosaf sydd â lle, os yw'r ysgol honno'n fwy na phellter cerdded o 3 milltir o'r cartref.

### **Plant sydd â Datganiad o Anghenion Addysgol Arbennig**

Nid yw'r meini prawf gorymgeisio yn berthnasol i ddisgyblion y mae gan yr ALI Ddatganiad o Anghenion Addysgol Arbennig ar eu cyfer, ond mae hawliau'r rhieni i fod yn rhan o leoli eu plant wedi'u hamddiffyn gan y gyfraith. Bydd yr ALI, mewn ymgynghoriad â rhieni ac ysgolion, yn penderfynu ym mha ysgol y bydd yr addysg yn cael ei darparu. Mae'r ALI yn cadw'r hawl i enwi ysgol nad yw'n ysgol y dalgylch.

Mae gan ysgolion ddyletswydd i dderbyn plant â Datganiad o Anghenion Addysgol Arbennig sydd wedi'u rhoi mewn ysgol gan yr ALI a chaiff y disgyblion hyn eu cyfrif tuag at y nifer a dderbynnir hyd at y Nifer Derbyn, oni bai eu bod yn cael eu rhoi mewn Cyfleuster Addysgu Arbenigol â lleoedd cynlluniedig.

(Yn gywir wrth fynd i'r wasg. Caiff effaith unrhyw ddeddfwriaeth newydd ei hystyried pan fydd ar gael).

### **Ysgolion a gynorthwyir yn wirfoddol (ysgolion eglwys - Catholig, yr Eglwys yng Nghymru)**

Penderfynir ar geisiadau i ysgolion a gynorthwyir yn wirfoddol drwy gyfeirio at y meini prawf derbyn a osodwyd gan y Corff Llywodraethu. (Cyrff Llywodraethu Ysgolion Gwirfoddol a Gynorthwyir sy'n gyfrifol am bennu eu trefniadau derbyn hwy).

#### **(c) Gweithdrefnau Derbyn - Ysgolion Cymunedol†**

Gofynnir i fynegi dewis am le mewn ysgol arall drwy ddefnyddio'r ffurflen cais am dderbyn.

Rhoddir lle mewn ysgol os oes lle ar gael yn ôl y Nifer Derbyn cyhoeddedig.

Lle mae'r ceisiadau derbyn yn fwy na nifer y lleoedd sydd ar gael, dyrennir y lleoedd yn ôl meini prawf gorymgeisio'r ALI.

Dylid defnyddio'r prif gyfeiriad preswyl wrth gyflwyno cais. Ni ellir defnyddio cyfeiriadau sydd â chyfyngiadau ar ddeiliadaeth megis cabanau mewn parciau gwyliau sydd â chyfyngiadau tymhorol ar ddeiliadaeth fel cyfeiriad parhaol.

Bydd ceisiadau am fynediad i'r grŵp oedran perthnasol (h.y. grŵp oedran y caniateir mynediad i'r ysgol i'r plant fel arfer) a gyflwynir ar y dyddiad cau, sef **30 Tachewdd 2018**, neu cyn hynny, yn cael eu prosesu gyda'i gilydd. Yn hyn o beth, nid oes unrhyw fantais i gyflwyno'r cais am dderbyn yn gynnar. Caiff ceisiadau a gyflwynir ar ôl y dyddiad cau eu prosesu yn nhrefn y dyddiadau y cawsant eu derbyn unwaith yr ymdrinnir â'r holl geisiadau a gafwyd mewn pryd.

Ni cheir penderfyniadau ar geisiadau ar sail meini prawf dewis sy'n cynnwys sefyll profion, gweld adroddiadau ysgol neu gyfweld â disgyblion, gyda neu heb eu rhieni, at ddibenion asesu gallu neu addasrwydd.

Ni fydd rhaid i'r ALI gydymffurfio ag unrhyw ddewis a fynegwyd fel arall ond yn unol â'i drefniadau'n unig. Hysbysir rhieni/gofalwyr sydd wedi gwneud cais erbyn **30 Tachewdd 2018** a ddyrannwyd lle i'w plant ar **1 Mawrth 2019**.

### **Hawl i Apelio**

Caiff rhieni/gofalwyr eu hysbysu trwy lythyr a fu eu cais yn llwyddiannus. Os gwrthodwyd eu cais, hysbysir rhieni'n ysgrifenedig fod ganddynt hawl i apelio i Banel Apêl Annibynnol. Os byddant yn arfer yr hawl honno, rhaid cyflwyno'r apêl i'r Tîm Ysgolion a Llywodraethwyr yn y Ganolfan Ddinesig erbyn **29 Mawrth 2019**. Caiff yr apêl ei hystyried gan banel apêl annibynnol sy'n cynnwys 3 i 5 person, sef pobl leyg a phobl â phrofiad o faes addysg.

### **Rhestrau Aros**

Gyda phob cais, os gwrthodir cais rhieni/gofalwyr am le i'w plentyn mewn ysgol, caiff y plentyn ei roi ar y rhestr aros yn awtomatig, a chynigir cyfle i gwrdd â Phanel Apêl Annibynnol. Cedwir enwau'r plant ar y rhestr aros am y flwyddyn academaidd gyfan a chânt eu dileu dim ond os ceir apêl lwyddiannus neu os yw rhiant yn cadarnhau'n ysgrifenedig nad yw'n dymuno i enw ei blentyn fod ar y rhestr aros bellach. Os daw lle ar gael, caiff ei ddyrannu gan yr ALI yn unol â'r meini prawf gorymgeisio.

Ni fydd rhaid i'r ALI gydymffurfio ag unrhyw ddewis a fynegwyd fel arall ond yn unol â'i drefniadau'n unig.

**Sylwer:** Bydd angen cwblhau arolwg dalgylch yn unol â rhaglen gyfalaf Band B. Cynhelir proses ymgynghori statudol lawn yn ôl yr angen pan gytunir ar amserlenni prosiectau amrywiol. Bydd gan rieni a disgyblion yn ogystal â staff, llywodraethwyr a'r gymuned ehangach gyfle i gymryd rhan yn y broses ymgynghori a chyhoeddir unrhyw hysbysiadau am newidiadau i ddalgylch er mwyn sicrhau bod gwybodaeth ar gael i rieni wrth ddewis ysgol ar gyfer eu plentyn/plant. Ni fydd newidiadau i ddalgylch yn dod i rym tan fis Medi 2020 ar yr adeg gynharaf.

† Ysgolion Cymunedol - wedi eu cyllido a'u cynnal yn gyfan gwbl gan ALI.

## TREFNIADAU DERBYN 2019-2020 (Trosglwyddo yn ystod y Flwyddyn)

Yr Awdurdod Lleol, yr ALL yw'r awdurdod derbyn ar gyfer holl ysgolion cymunedol yr ardal.

### Derbyn i Ysgolion Cymunedol<sup>†</sup> - (Cynradd ac Uwchradd)

Bydd gofyn i rieni/ofalwyr sydd am gael lle mewn ysgol gyflwyno cais am le. Gall rhieni/gofalwyr naill ai wneud cais ar-lein am le yn ysgol y dalgylch neu fynegi dewis am le mewn ysgol arall. Gellir darparu cefnogaeth i rieni y mae angen cymorth arnynt lle y bo angen. Caniateir ceisiadau os na fydd gwneud hynny'n:

- peryglu darparu addysg effeithlon neu'r defnydd effeithlon o adnoddau, ac
- ar gyfer ysgolion a gynorthwyr yn wirfoddol, bod yn anghydnaws â'r trefniadau derbyn y cytunwyd arnynt rhwng y Corff Llywodraethu a'r ALL.

#### (a) Cyfyngiadau Derbyn – Ysgolion Cymunedol<sup>†</sup>

Penderfynir ar argaeledd lleoedd trwy gyfeirio at nifer derbyn yr ysgol. Gwrthodir lle i blentyn ar ôl cyrraedd y nifer derbyn. Os gwrthodir lle yn yr ysgol, mae'n rhaid rhoi hawl apelio i'r rhieni/gofalwyr hynny (**nid oes hawl i apelio ar gyfer y meithrin**).

Mae'r nifer derbyn yn berthnasol i bob grŵp blwyddyn. Mae'r trefniadau hyn yn berthnasol i ddisgyblion sy'n trosglwyddo o'r dosbarth derbyn hyd at flwyddyn 11.

#### (b) Meini Prawf Gorymgeisio - Ysgolion Cymunedol<sup>†</sup>

Os cafwyd mwy o geisiadau mewn ysgol na'r lleoedd sydd ar gael, bydd y drefn flaenoriaeth ganlynol yn berthnasol:

1. Plant y mae'r awdurdod lleol yn gofalu amdanynt h.y. plant sy'n derbyn gofal (PDG), neu a oedd yn arfer derbyn gofal\*.
2. Plant sy'n byw yn nalgylch penodol yr ysgol. Ni ellir gwarantu lle yn y dalgylch. Os bydd mwy o geisiadau na lleoedd, caiff y lleoedd eu dyrannu yn ôl pellter, gyda'r rhai sy'n byw agosaf i'r ysgol (y daith gerdded fyrraf) yn cael blaenoriaeth\*\*.
3. Plant y mae ganddynt frawd neu chwaer o oedran ysgol statudol\*\*\*\* sy'n mynd i'r ysgol ar adeg eu derbyn\*\*\*. Os bydd mwy o geisiadau na lleoedd, caiff lleoedd eu dyrannu yn ôl pellter, gyda'r rhai sy'n byw agosaf at yr ysgol (y llwybr cerdded byrraf sydd ar gael) yn cael blaenoriaeth\*\*.
4. Plant sy'n mynd i ysgol gynradd bartner ddynodedig ond sy'n byw y tu allan i ddalgylch yr ysgol honno. Nid yw mynychu ysgol gynradd sy'n bwydo ysgol arall yn gwarantu lle yn yr ysgol uwchradd gysylltiedig. Os ceir mwy o geisiadau na nifer y lleoedd sydd ar gael, dyrennir lleoedd yn ôl pellter gyda'r rheiny sy'n byw'n agosaf (llwybr cerdded byrraf sydd ar gael) yn cael eu blaenoriaethu\*\*.

5. Plant eraill nad yw meini prawf 1 i 4 yn berthnasol iddynt. Os bydd mwy o geisiadau na lleoedd, caiff lleoedd eu dyrannu yn ôl pellter, gyda'r rhai sy'n byw agosaf at yr ysgol (y llwybr cerdded byrraf sydd ar gael) yn cael blaenoriaeth\*\*.

\*Plant a oedd yn arfer derbyn gofal: plant nad ydynt yn derbyn gofal bellach gan eu bod wedi cael eu mabwysiadu, wedi bod yn destun gorchymyn preswyl neu orchymyn gwarcheidwadaeth arbennig yn syth ar ôl derbyn gofal.

\*\*Mesurir y pellter o'r tu allan i fynedfa'r eiddo (tŷ neu fflat) i fynedfa swyddogol agosaf yr ysgol. Defnyddir rhaglen gyfrifiadur GIS yr Awdurdod Lleol i fesur y pellter.

\*\*\*Diffinnir brawd neu chwaer fel plentyn naturiol neu blentyn sydd wedi'i fabwysiadu'n gyfreithlon gan y naill riant neu'r llall sy'n byw yn yr un cyfeiriad. Mewn unrhyw sefyllfa pan fydd un lle ar gael ac mae'r plant cymwys nesaf ar gyfer y lle hwnnw'n efeilliaid/tripledi, bydd yr ALI yn derbyn y ddau/tri plentyn.

\*\*\*\* Diffinnir oedran ysgol statudol fel disgyblion sydd rhwng 5 ac 16 oed h.y. disgyblion mewn unrhyw grŵp blwyddyn rhwng ac yn cynnwys y dosbarth Derbyn a Blwyddyn 11.

**Ni fydd** yr ALI yn darparu cludiant nac yn cyfrannu at gostau cludiant ar gyfer y plant sy'n cael eu derbyn o'r tu allan i ddalgyrch penodol yr ysgol. Fodd bynnag, os yw grŵp blwyddyn ysgol y dalgyrch yn llawn, darperir cludiant i'r ysgol agosaf â lle, os yw'r ysgol honno'n fwy na 2 filltir o'r cartref ar gyfer ysgol gynradd neu 3 milltir ar gyfer ysgol uwchradd.

### **Plant sydd â Datganiad o Anghenion Addysgol Arbennig**

Nid yw'r meini prawf gorymgeisio'n berthnasol i ddisgyblion y mae gan yr ALI Ddatganiad o Anghenion Addysgol Arbennig ar eu cyfer, ond mae hawliau'r rhieni i fod yn rhan o leoli eu plant wedi'u hamddiffyn gan y gyfraith. Bydd yr ALI, mewn ymgynghoriad â rhieni/gofalwyr ac ysgolion, yn penderfynu ym mha ysgol y caiff yr addysg ei darparu. Mae'r ALI yn cadw'r hawl i enwi ysgol nad yw'n ysgol y dalgyrch.

Mae gan ysgolion ddyletswydd i dderbyn plant â Datganiad o Anghenion Addysgol Arbennig sydd wedi'u rhoi mewn ysgol gan yr ALI a chaiff y disgyblion hyn eu cyfrif tuag at y nifer a dderbynnir hyd at y nifer derbyn, oni bai eu bod yn cael eu rhoi mewn Cyfleuster Addysgu Arbenigol â lleoedd cynlluniedig.

(Yn gywir wrth fynd i'r wasg. Caiff effaith unrhyw ddeddfwriaeth newydd ei hystyried pan fydd ar gael).

### **Ysgolion a Gynorthwyr yn Wirfoddol (ysgolion eglwys - Catholig, yr Eglwys yng Nghymru)**

Penderfynir ar geisiadau i ysgolion a gynorthwyr yn wirfoddol drwy gyfeirio at y meini prawf derbyn a osodwyd gan y Corff Llywodraethu. (Cyrrff Llywodraethu Ysgolion Gwirfoddol a Gynorthwyr sy'n gyfrifol am bennu eu trefniadau derbyn hwy).

#### **(c) Gweithdrefnau Derbyn – Ysgolion Cymunedol†**

Gofynnir i rieni/ofalwyr wneud cais ar-lein am le i'w plentyn yn ysgol y dalgyrch neu fynegi dewis am le mewn ysgol arall drwy ddefnyddio'r ffurflen cais am dderbyn.

Rhoddir lle mewn ysgol os oes lle ar gael. Os yw nifer y ceisiadau derbyn yn fwy na nifer y lleoedd sydd ar gael yn ôl y nifer derbyn cyhoeddedig, caiff lleoedd eu dyrannu trwy ddilyn meini prawf gorymgeisio'r ALI.

Ni fydd hawl awtomatig gan blant sy'n mynd i ddosbarth meithrin mewn ysgol i dderbyn addysg amser llawn yn yr un ysgol. Bydd rhaid i rieni/ofalwyr wneud cais am le gyda'r ymgeiswyr eraill ar yr adeg addas.

Nid yw mynychu ysgol gynradd sy'n bwydo ysgol arall yn gwarantu lle yn yr ysgol uwchradd gysylltiedig.

Ni cheir penderfyniadau ar geisiadau ar sail meini prawf dewis sy'n cynnwys sefyll profion, gweld adroddiadau ysgol neu gyfweld â disgyblion, gyda neu heb eu rhieni, at ddibenion asesu gallu neu addasrwydd.

### **Hawl i Apelio**

Caiff rhieni/gofalwyr eu hysbysu trwy lythyr a fu eu cais yn llwyddiannus. Os gwrthodwyd eu cais, hysbysir rhieni/gofalwyr drwy lythyr bod ganddynt hawl i apelio i Banel Apêl Annibynnol (**nid oes hawl i apelio ar gyfer y meithrin**) Os byddant yn dewis arfer yr hawl honno, rhaid cyflwyno'r apêl i'r Tîm Ysgolion a Llywodraethwyr yn y Ganolfan Ddinesig erbyn dydd Gwener 16 Mai 2017. Caiff yr apêl ei ystyried gan Banel Apêl Annibynnol sy'n cynnwys 3 i 5 person, sef pobl leyg a phobl â phrofiad o faes addysg.

### **Sylwer:**

Oherwydd uchafswm statudol maint dosbarthiadau, sef 30, prin iawn yw'r amgylchiadau lle gall apêl am le mewn dosbarth babanod (Derbyn, Blwyddyn 1 a Blwyddyn 2) lwyddo.

### **Rhestrau Aros**

Gyda phob cais, os gwrthodir cais rhieni/gofalwyr am le i'w plentyn mewn ysgol, caiff y plentyn ei roi ar y rhestr aros yn awtomatig, a chynigir cyfle i gwrdd â Phanel Apêl Annibynnol (**nid oes hawl i apelio ar gyfer y meithrin**) Cedwir enwau'r plant ar y rhestr aros am y flwyddyn academaidd gyfan a chânt eu dileu dim ond os ceir apêl lwyddiannus neu os yw rhiant yn cadarnhau'n ysgrifenedig nad yw'n dymuno i enw ei blentyn fod ar y rhestr aros bellach. Os daw lle ar gael, caiff ei ddyrannu gan yr ALI yn unol â'r meini prawf gorymgeisio.

Ni fydd rhaid i'r ALI gydymffurfio ag unrhyw ddewis a fynegwyd fel arall ond yn unol â'i drefniadau'n unig.

**Sylwer:** Bydd angen cwblhau arolwg dalgylch yn unol â rhaglen gyfalaf Band B. Cynhelir proses ymgynghori statudol lawn yn ôl yr angen pan gytunir ar amserlenni prosiectau amrywiol. Bydd gan rieni a disgyblion yn ogystal â staff, llywodraethwyr a'r gymuned ehangach gyfle i gymryd rhan yn y broses ymgynghori a chyhoeddir unrhyw hysbysiadau am newidiadau i ddalgylch er mwyn sicrhau bod gwybodaeth ar gael i rieni wrth ddewis ysgol ar gyfer eu plentyn/plant. Ni fydd newidiadau i ddalgylch yn dod i rym tan fis Medi 2020 ar yr adeg gynharaf.

† Ysgolion Cymunedol - wedi eu cyllido a'u cynnal yn gyfan gwbl gan ALI.

## Derbyniadau i'r Chweched Dosbarth Meini Prawf Mynediad

### Dyddiad Cau ar gyfer Derbyn Ceisiadau

Gall disgyblion wneud cais am le mewn chweched dosbarth yn un o ysgolion Abertawe yn nhymor y gwanwyn ar gyfer y mis Medi canlynol. Bydd dyddiadau cau ar gyfer ceisiadau yn cael ei benderfynu gan ysgolion unigol.

### Cynnig Dros Dro

Cynigir lle dros dro i ddisgyblion yr ysgol. Bydd y lle dros dro hwn yn amodol ar gyflawni cymwysterau mynediad penodol fel a gyhoeddir gan bob ysgol unigol. Am ragor o wybodaeth am gymwysterau mynediad penodol, cysylltwch yn uniongyrchol â'r ysgol.

### Canlyniadau TGAU/Cyfwerth

Pan gyhoeddir graddau TGAU, sef y trydydd dydd Iau ym mis Awst fel arfer, bydd angen i ddisgyblion unigol gysylltu â'r ysgol o'i ddewis i gadarnhau graddau TGAU neu ganlyniadau arholiad cyfwerth.

### Dewis o Bynciau

Bydd disgyblion sydd wedi cyflawni graddau boddhaol mewn arholiadau TGAU neu gyfwerth yn cael cynnig pendant o le yn y chweched dosbarth yn yr ysgol o'u dewis os bydd lleoedd ar gael. Fodd bynnag, dylid nodi y gallai fod yn amhosib astudio pob un o'r pynciau a ddewiswyd yn yr ysgol a ddewiswyd. Gallai fod angen i fyfyrwyr gysylltu â chweched dosbarth mewn ysgol arall i astudio rhai pynciau o'u dewis.

Mae'n bosib y bydd myfyrwyr sydd wedi cyflawni graddau boddhaol mewn arholiadau TGAU neu gyfwerth ond nid ydynt yn gallu astudio'r holl bynciau o'u dewis yn yr ysgol o'u dewis yn cael cynnig dewis arall o'r pynciau sy'n cael eu haddysgu yn y lleoliad hwnnw. Neu gall y myfyrwyr hyn geisio lle mewn lleoliad arall, h.y. chweched dosbarth mewn ysgol arall yn Abertawe neu yng Ngholeg Gŵyr.

### Ni fydd gofyn i ddisgyblion gael cyfweiliad mynediad.

### Terfynau Mynediad – Chweched Dosbarth

Gall pob ysgol â chweched dosbarth dderbyn hyd at ei uchafswm derbyn, yn amodol ar fyfyrwyr yn cyflawni'r gofynion mynediad penodol a nodwyd gan yr ysgol (ceir manylion gan ysgolion unigol). Mae'n rhaid rhoi hawl apelio i rieni a disgyblion y mae eu cais am le yn chweched dosbarth yr ysgol yn cael ei wrthod.

### Trefniadau Derbyn Plant

Rhoddir y cyfrifoldeb am y trefniadau derbyn ar gyfer blynyddoedd 12 a 13 mewn ysgolion cymunedol a gynhelir i'r sefydliadau'n uniongyrchol. Gellir gofyn am fanylion trefniadau derbyn ysgolion a gynorthwyr yn wirfoddol yn uniongyrchol gan y sefydliadau perthnasol a bydd y rhain yn rhan o'u polisiau derbyn.

### Rhestr Aros

Os bydd gorysgrifio am leoedd mewn chweched dosbarth ac ni all yr ysgol fodloni'r galw am gyrsiau, caiff rhestr aros ei chynnal. Bydd ymgeiswyr sydd wedi bodloni'r meini prawf mynediad (gweler uchod) ond y mae eu cais am le wedi cael ei wrthod oherwydd prinder lle yn cael cyfle i roi eu henwau ar restr aros. Os daw lle/oedd ar gael, bydd disgyblion y mae eu henwau ar y rhestr aros yn cael cynnig lle yn unol â'r meini prawf gorymgeisio (gweler isod).

## Meini Prawf Gorymgeisio

I ddisgyblion sy'n cyflawni'r cymwysterau mynediad penodol pan fo mwy o geisiadau wedi cael eu derbyn ar gyfer unrhyw chweched dosbarth na'r lleoedd sydd ar gael, caiff y drefn flaenoriaeth ganlynol ei dilyn:

1. Disgyblion y mae'r awdurdod lleol yn gofalu amdanynt (PDG) neu a oedd yn arfer derbyn gofal\*.
2. Disgyblion sy'n byw o fewn dalgylch diffiniedig yr ysgol. Ni ellir gwarantu lle yn y dalgylch. Os bydd mwy o geisiadau na lleoedd, caiff y lleoedd eu dyrannu yn ôl pellter, gyda'r rhai sy'n byw agosaf i'r ysgol (y daith gerdded fyrraf) yn cael blaenoriaeth.\*\*
3. Disgyblion y mae ganddynt frawd neu chwaer o oedran ysgol statudol\*\* sy'n mynd i'r ysgol adeg eu derbyn\*\*\*\*. Os bydd mwy o geisiadau na lleoedd, caiff y lleoedd eu dyrannu yn ôl pellter, gyda'r rhai sy'n byw agosaf i'r ysgol (y daith gerdded fyrraf) yn cael blaenoriaeth\*\*
4. Disgyblion a aeth i'r ysgol ym Mlwyddyn 11 ond sy'n byw y tu allan i ddalgylch yr ysgol honno. Os bydd mwy o geisiadau na lleoedd, caiff y lleoedd eu dyrannu yn ôl pellter, gyda'r rhai sy'n byw agosaf i'r ysgol (y daith gerdded fyrraf) yn cael blaenoriaeth.\*\*
5. Disgyblion eraill y gwnaed cais am le drostynt nad yw meini prawf 1 i 4 uchod yn berthnasol iddynt. Os bydd mwy o geisiadau na lleoedd, caiff y lleoedd eu dyrannu yn ôl pellter, gyda'r rhai sy'n byw agosaf i'r ysgol (y daith gerdded fyrraf) yn cael blaenoriaeth.\*\*

\*Plant a oedd yn arfer derbyn gofal: plant nad ydynt yn derbyn gofal bellach gan eu bod wedi cael eu mabwysiadu, wedi bod yn destun gorchymyn preswyl neu orchymyn gwarcheidwadaeth arbennig yn syth ar ôl derbyn gofal.

\*\*Mesurir pob llwybr gan gyfrifiadur gan ystyried y pellter o'r cartref i'r ysgol ar hyd y llwybr cerdded byrraf sydd ar gael. Cymerir y mesuriadau o'r tu allan i fynedfa'r cartref (tŷ neu fflat) i fynedfa swyddogol agosaf yr ysgol.

\*\*\*Diffinnir oedran ysgol statudol fel disgyblion sydd rhwng 5 ac 16 oed h.y. disgyblion mewn unrhyw grŵp blwyddyn rhwng ac yn cynnwys y dosbarth Derbydd a Blwyddyn 11.

\*\*\*\*Diffinnir brawd neu chwaer fel plentyn naturiol neu blentyn sydd wedi'i fabwysiadu'n gyfreithlon gan y naill riant neu'r llall sy'n byw yn yr un cyfeiriad. Mewn unrhyw sefyllfa pan fydd un lle ar gael ac mae'r disgyblion cymwys nesaf ar gyfer y lle hwnnw'n efeilliaid/tripledi, bydd yr AALI yn derbyn y ddau/tri plentyn.

**SYLWER:** Gall disgyblion â datganiad o anghenion addysgol arbennig drosglwyddo i'r chweched dosbarth mewn ysgolion yn Abertawe. Gwneir y penderfyniad ar drosglwyddo gan yr awdurdod lleol mewn ymgynghoriad â'r ysgol berthnasol.

**Sylwer:** Bydd angen cwblhau arolwg dalgylch yn unol â rhaglen gyfalaf Band B. Cynhelir proses ymgynghori statudol lawn yn ôl yr angen pan gytunir ar amserlenni prosiectau amrywiol. Bydd gan rieni a disgyblion yn ogystal â staff, llywodraethwyr a'r gymuned ehangach gyfle i gymryd rhan yn y broses ymgynghori a chyhoeddir unrhyw hysbysiadau am newidiadau i ddalgylch er mwyn sicrhau bod gwybodaeth ar gael i rieni wrth ddewis ysgol ar gyfer eu plentyn/plant. Ni fydd newidiadau i ddalgylch yn dod i rym tan fis Medi 2020 ar yr adeg gynharaf.



**ADMISSION ARRANGEMENTS 2019-2020  
(Nursery classes based at local authority schools)**

The local authority, the LA, is the admitting authority for all community schools in the area.

**Admission to nursery classes**

Parents/carers who require a place in a nursery class will be required to submit an admission application.

Parents/carers can either apply on-line for a place at the catchment school or express a preference for a placement at an alternative school. Support can be provided for parents who need assistance if necessary. Requests for places will be granted unless to do so would prejudice the provision of efficient education or the efficient use of resources.

There is **no right of appeal** following the refusal of an application for a place in a nursery class.

The number of nursery places available may differ to the admission number for the rest of the year groups within a school (Reception to Year 6)

**(a) Oversubscription Criteria – nursery classes in Community Schools†**

If more applications have been received for any school than there are places available, the following order of priority will apply:

1. Children who are in the care of a local authority i.e. looked after children (LAC), or previously looked after\*.
2. Children who live within the school's defined catchment area. There is no guarantee of a catchment place. If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority\*\*.
3. Children who have a brother or sister of statutory school age\*\*\*\* attending the school at the date of their admission\*\*\*. If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority\*\*.
4. Other children for whom a place has been requested for whom criteria 1 to 3 above do not apply. If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority\*\*.

\*Previously looked after children: looked after children who cease to be so because they were adopted or became subject to a residence order, or special guardianship order immediately following having been looked after.

\*\* The measurements will be taken from outside the entrance to the property (house or flat) to the nearest official school entrance. The local authority GIS computer programme is used when undertaking the measurement.

\*\*\* A brother or sister will be defined as a natural or legally adopted child of either parent living at the same address. In any circumstances in which there is

one place available and the next eligible children are twins/triplets then the LA will admit both/all children.

\*\*\*\* Statutory school age is defined as pupils who are between age 5 and 16 i.e. pupils in any year group between and including Reception to Year 11.

**Note** that schools have a duty to admit children with a Statement of Special Educational Needs who have been placed in a school by the LA and these pupils are counted towards the number admitted up to the admission number unless they are placed in a Special Teaching Facility with planned places.

Requests for admission to voluntary aided schools will be determined by reference to admission criteria set by the governing body. The governing bodies of Voluntary Aided Schools are responsible for determining their own admission arrangements.

## **(b) Admission Procedures – nursery places in Community Schools<sup>†</sup>**

Parents/carers can apply for a place for their child at the catchment school or state a preference for an alternative placement using the admission application.

Requests for admission will be granted provided there are places available. Where admission requests exceed the number of places available, places will be allocated in accordance with the LAs oversubscription criteria.

The main residential address should be used when applying. Addresses which have restrictions on occupancy such as chalets on holiday parks with seasonal restrictions on occupancy cannot be used as a permanent address.

Children attending the nursery class of a school will not have an automatic right of admission to full time education at the same school. Parents/carers will need to apply for a place along with other applicants at the appropriate time.

Admissions will not be determined on the basis of selection criteria involving the sitting of tests, viewing of school reports, or interviewing pupils with or without parents/carers for the purpose of assessing ability or aptitude.

### **Waiting Lists**

For all admissions, where parents/carers are refused a place for their child/children they are automatically placed on the waiting list. Pupils names will remain on the waiting list for the whole academic year and will only be removed if a parent/carer confirms in writing that they no longer wish their child/rens' name to remain on the waiting list. If a place becomes available it will be allocated by the LA in accordance with the oversubscription criteria.

The LA will be under no duty to comply with preference expressed otherwise than in accordance with its arrangements.

**NB:** The oversubscription criteria does not apply to pupils for whom the LA holds a Statement of Special Educational Needs although the rights of parents/carers to be involved in the placement of their child are protected in law. The LA in consultation with parents/carers and schools will determine the school at which education is to be provided. The LA reserves the right to name a school which is not the catchment area school. (Correct at time of publishing. Any impact of new legislation will be considered when available).

**Note:** A catchment review will be necessary in line with the Band B Capital programme. A full statutory consultation process will be undertaken as required when timeframes for various projects have been agreed. Parents and pupils as well as staff and governors and the wider community will be given an opportunity to engage in the consultation process and notification of changes to catchment will be published in order that parents have information available to them when selecting a school for their child/ren. Catchment changes will not take effect until September 2020 at the earliest.

† Community schools - funded and maintained entirely by LAs.

## ADMISSION ARRANGEMENTS 2019-2020 (Reception)

The local authority, the LA, is the admitting authority for all community schools in the area.

Each child about to commence full time education will be invited to apply for a place at a school maintained by the LA.

Parents/carers can either apply on-line for a place at the catchment school or express a preference for a placement at an alternative school. Support can be provided for parents who need assistance if necessary. Requests for a place will be granted unless to do so would:

- prejudice the provision of efficient education or the efficient use of resources, and
- for voluntary aided schools, be incompatible with the admission arrangement agreed between the governing body and the LA.

Those parents who apply on time for a place at any school will be given priority over those who have not.

### (a) Admission Limits – Community Schools<sup>†</sup>

All schools must admit up to their admission number in the year of entry (i.e. Reception classes in primary schools). In the year of entry a child will be refused a place once the admission number has been reached. Parents/carers who are refused a place at the school must be given right of appeal.

The admission number applies to all year groups (except nursery).

### (b) Oversubscription Criteria – Community Schools<sup>†</sup>

If more applications have been received for any school than there are places available, the following order of priority will apply:

1. Children who are in the care of a local authority i.e. looked after children (LAC), or are previously looked after\*.
2. Children who live within the school's defined catchment area. There is no guarantee of a catchment place. If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority\*\*.
3. Children who have a brother or sister of statutory school age\*\*\*\* attending the school at the date of their admission.\*\*\* If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority\*\*.
4. Other children for whom a place has been requested for whom criteria 1 to 3 above do not apply. If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority\*\*

\*Previously looked after children: looked after children who cease to be so because they were adopted or became subject to a residence order, or special guardianship order immediately following having been looked after.

\*\*The measurements will be taken from outside the entrance to the property (house or flat) to the nearest official school entrance. The local authority GIS computer programme is used when undertaking the measurement.

\*\*\*A brother or sister will be defined as a natural or legally adopted child of either parent living at the same address. In any circumstances in which there is one place available and the next eligible children are twins/triplets then the LA will admit both/all children.

\*\*\*\* Statutory school age is defined as pupils who are between age 5 and 16 i.e. pupils in any year group between and including Reception to Year 11.

The LA **will not** provide transport or make any contribution towards transport costs for children admitted from outside the school's defined catchment area. However, if the catchment area school is full in the year group, transport will be provided to the nearest school with room if that school is more than 2 miles from the home address.

### **Children who have a Statement of Special Educational Needs**

The oversubscription criteria does not apply to pupils for whom the LA holds a Statement of Special Educational Needs although the rights of parents to be involved in the placement of their child are protected in law. The LA in consultation with Parents/carers and schools will determine the school at which education is to be provided. The LA reserves the right to name a school which is not the catchment area school.

Schools have a duty to admit children with a Statement of Special Educational Needs who have been placed in a school by the LA and these pupils are counted towards the number admitted up to the admission number unless they are placed in a Special Teaching Facility with planned places.

(Correct at time of publishing. Any impact of new legislation will be considered when available).

### **Voluntary Aided Schools (church schools - Roman Catholic, Church in Wales)**

Requests for admission to voluntary aided schools will be determined by reference to admission criteria set by the governing Body. (The governing bodies of Voluntary Aided Schools are responsible for determining their own admission arrangements).

### **(c) Admission Procedures – Community Schools<sup>†</sup>**

Parents/carers will be asked to apply on line for a place for their child at the catchment school or to state a preference for an alternative placement using the admission application.

Requests for admission will be granted provided there are places available. Where admission requests exceed the number of places available, as determined by the published admission number, applications will be allocated by applying the LAs oversubscription criteria.

The main residential address should be used when applying. Addresses which have restrictions on occupancy such as chalets on holiday parks with seasonal restrictions on occupancy cannot be used as a permanent address.

Children attending the nursery class of a school will not have an automatic right of admission to full time education at the same school. Parents/carers will need to apply for a place along with other applicants.

Although the LA permits pupils to start reception full time at the start of the academic year in which they become five, the law does not require a child to start school until the start of term following the child's fifth birthday. Therefore, if the parent of a reception age child wishes to defer entry until later in the school year a place must be allocated to this child and this place is not available to be offered to another child. Entry cannot however be deferred beyond the beginning of the term after the child's fifth birthday nor beyond the academic year for which the original application was accepted.

Requests for admission to reception submitted on or before the administrative closing date, **30 November 2018** will be processed collectively and places allocated according to the above oversubscription criteria. In this respect, no advantage shall be gained from the early submission of an admission request. Requests submitted after the closing date will be processed in date order once all on time applications have been dealt with.

Admissions will not be determined on the basis of selection criteria involving the sitting of tests, viewing of school reports, or interviewing pupils with or without parents/carers for the purpose of assessing ability or aptitude. Parents/carers who have applied by the **30 November 2018** will be advised whether they have been allocated a place by the **16 April 2019**.

### **Right of Appeal**

Parents/carers will be informed, in writing, as to whether their application has been successful. Where their application has been refused parents/carers will be informed in writing that they have right of appeal to an independent appeal panel. If they exercise that right, the appeal must be forwarded to the School and Governor Team at the Civic Centre by **14 May 2019**. The appeal will be considered by an independent appeal panel of 3 or 5 people comprising lay members, and persons with experience in education.

### **Please note:**

Because of the statutory class size maximum of 30, there are very restricted circumstances in which an appeal for a place in an infant class (Reception, Year 1 and Year 2) can be successful.

### **Waiting Lists**

For all admissions, where parents/carers are refused a place for their child/children they are automatically placed on the waiting list and an opportunity to meet with an independent appeal panel is offered. Pupils names will remain on the waiting list for the whole academic year and will only be removed if they are successful at appeal or if a parent confirms in writing that they no longer wish their child/ren's name to remain on the waiting list. If a place becomes available it will be allocated by the LA in accordance with the oversubscription criteria.

The LA will be under no duty to comply with preference expressed otherwise than in accordance with its arrangements.

**Note:** A catchment review will be necessary in line with the Band B Capital programme. A full statutory consultation process will be undertaken as required when timeframes for various projects have been agreed. Parents and pupils as well as staff and governors and the wider community will be given an opportunity to engage in the consultation process and notification of changes to catchment will be published in order that parents have information available to them when selecting a school for their child/ren. Catchment changes will not take effect until September 2020 at the earliest.

† Community schools - funded and maintained entirely by LAs.

## ADMISSION ARRANGEMENTS 2019-2020 (Year 7)

The local authority, the LA, is the admitting authority for all community schools in the area.

Each child about to transfer from primary to secondary education will be invited to apply for a place at a school maintained by the LA.

Parents/carers can either apply on-line for a place at the catchment school or express a preference for a placement at an alternative school. Support can be provided for parents who need assistance if necessary. Requests for a place will be granted unless to do so would:

- prejudice the provision of efficient education or the efficient use of resources, and
- for voluntary aided schools, be incompatible with the admission arrangement agreed between the governing Body and the LA.

Those parents who apply on time for a place at any school will be given priority over those who have not.

### (a) Admission Limits – Community Schools<sup>†</sup>

Availability of places is determined by reference to the school's admission number. Schools must admit up to the admission number in the year of entry (i.e. Year 7 in secondary school) and must not exceed this number. Parents/carers who are refused a place at the school must be given right of appeal.

The admission number applies to all year groups.

### (b) Oversubscription Criteria – Community Schools<sup>†</sup>

If more applications have been received for any school than there are places available, the following order of priority will apply:

1. Children who are in the care of a local authority i.e. looked after children (LAC) or previously looked after\*.
2. Children who live within the school's defined catchment area. There is no guarantee of a catchment place. If there are more applications than places, places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority\*\*.
3. Children who have a brother or sister of statutory school age\*\*\*\* attending the school at the date of their admission\*\*\*. If there are more applications than places, places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority\*\*.
4. Children attending a designated partner primary school but who live outside the catchment area of that school. Attending a feeder primary school does not guarantee a place in the associated secondary school.



If there are more applications than places, places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority\*\*.

5. Other children for whom criteria 1 to 4 above do not apply. If there are more applications than places, places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority\*\*.

\*Previously looked after children: looked after children who cease to be so because they were adopted or became subject to a residence order, or special guardianship order immediately following having been looked after.

\*\*The measurement will be taken from outside the entrance to the property (house or flat) to the nearest official school entrance. The local authority GIS computer programme is used when undertaking the measurement.

\*\*\* A brother or a sister will be defined as a natural or legally adopted child of either parent living at the same address. In any circumstances in which there is one place available and the next eligible children for that place are twins/triplets, the LA will admit both/all children.

\*\*\*\* Statutory school age is defined as pupils who are between age 5 and 16 i.e. pupils in any year group between and including Reception to Year 11.

The LA **will not** provide transport or make any contribution towards transport costs for children admitted from outside the school's defined catchment area. However, if the catchment area is full in the year group, transport will be provided to the nearest school with room if that school is more than 3 miles walking distance from the home address.

### **Children who have a Statement of Special Educational Needs**

The oversubscription criteria does not apply to pupils for whom the LA holds a Statement of Special Educational Needs although the rights of parents/carers to be involved in the placement of their child are protected in law. The LA in consultation with parents/carers and schools will determine the school at which education is to be provided. The LA reserves the right to name a school which is not the catchment area school.

Schools have a duty to admit children with a Statement of Special Educational Needs who have been placed in a school by the LA and these pupils are counted towards the number admitted up to the admission number unless they are placed in a Special Teaching Facility with planned places.

(Correct at time of publishing. Any impact of new legislation will be considered when available).

### **Voluntary Aided Schools (church schools - Roman Catholic, Church in Wales)**

Requests for admission to voluntary aided schools will be determined by reference to admission criteria set by the governing body. (The governing bodies of Voluntary Aided Schools are responsible for determining their own admission arrangements).

### (c) Admission Procedures – Community Schools<sup>†</sup>

Parents/carers will be asked to apply on line for a place for their child at the catchment school or to state a preference for an alternative placement using the admission application.

Requests for admission will be granted provided there are places available as determined by the published admission number. Where admission requests exceed the number of places available, places will be allocated by applying the LAs oversubscription criteria.

The main residential address should be used when applying. Addresses which have restrictions on occupancy such as chalets on holiday parks with seasonal restrictions on occupancy cannot be used as a permanent address.

Applications for admission to the relevant age group (i.e. the age group at which children are normally admitted to the school) submitted on or before the administrative closing date, **30 November 2018** will be processed collectively. In this respect, no advantage shall be gained from the early submission of an admission request. Requests submitted after the closing date will be processed in date order once all on time applications have been dealt with.

Admissions will not be determined on the basis of selection criteria involving the sitting of tests, viewing of school reports, or interviewing pupils with or without parents/carers for the purpose of assessing ability or aptitude.

The LA will be under no duty to comply with preference expressed otherwise than in accordance with its arrangements. Parents/carers who have applied by the **30 November 2018** will be advised whether they have been allocated a place on the **1 March 2019**.

#### **Right of Appeal**

Parents/carers will be informed, in writing, as to whether their application has been successful. Where their application has been refused parents will be informed in writing that they have right of appeal to an independent appeal panel. If they exercise that right, the appeal must be forwarded to the School and Governor Team at Civic Centre by **29 March 2019**. The appeal will be considered by an independent appeal panel of 3 or 5 people comprising lay members, and persons with experience in education.

#### **Waiting Lists**

For all admissions, where parents/carers are refused a place for their child/children they are automatically placed on the waiting list and an opportunity to meet with an Independent Appeal Panel is offered. Pupils names will remain on the waiting list for the whole academic year and will only be removed if they are successful at appeal or if a parent confirms in writing that they no longer wish their child/ren's name to remain on the waiting list. If a place becomes available it will be allocated by the LA in accordance with the oversubscription criteria.

The LA will be under no duty to comply with preference expressed otherwise than in accordance with its arrangements.

**Note:** A catchment review will be necessary in line with the Band B Capital programme. A full statutory consultation process will be undertaken as required when timeframes for various projects have been agreed. Parents and pupils as well as staff and governors and the wider community will be given an opportunity to engage in the consultation process and notification of changes to catchment will be published in order that parents have information available to them when selecting a school for their child/ren. Catchment changes will not take effect until September 2020 at the earliest.

† Community schools - funded and maintained entirely by LAs.

## ADMISSION ARRANGEMENTS 2019-2020 (In Year Transfer)

The local authority, the LA, is the admitting authority for all community schools in the area.

### Admission to Community Schools<sup>†</sup> – (Primary and Secondary)

Parents/carers who require a school place will be required to submit an admission application. Parents/carers can either apply on-line for a place at the catchment school or express a preference for a placement at an alternative school. Support can be provided for parents who need assistance if necessary. Requests will be granted unless to do so would:

- prejudice the provision of efficient education or the efficient use of resources, and
- for voluntary aided schools, be incompatible with the admission arrangement agreed between the governing body and the LA.

#### (a) Admission Limits – Community Schools<sup>†</sup>

Availability of places is determined by reference to the school's admission number. A child will be refused a place once the admission number has been reached. Parents/carers who are refused a place at the school must be given right of appeal (**there is no right of appeal for nursery**).

The admission number applies to all year groups. These arrangements apply to pupils transferring in years reception to year 11.

#### (b) Oversubscription Criteria – Community Schools<sup>†</sup>

If more applications have been received for any school than there are places available, the following order of priority will apply:

1. Children who are in the care of a local authority i.e. looked after children (LAC), or are previously looked after\*.
2. Children who live within the school's defined catchment area. There is no guarantee of a catchment place. If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority\*\*.
3. Children who have a brother or sister of statutory school age\*\*\*\* attending the school at the date of their admission.\*\*\* If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority\*\*.
4. Children attending a designated partner primary school but who live outside the catchment area of that school. Attending a feeder primary school does not guarantee a place in the associated secondary school. If there are more applications than places, places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority\*\*.
5. Other children for whom a place has been requested for whom criteria 1 to 4 above do not apply. If there are more applications than places, the

places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority\*\*

\*Previously looked after children: looked after children who cease to be so because they were adopted or became subject to a residence order, or special guardianship order immediately following having been looked after.

\*\*The measurements will be taken from outside the entrance to the property (house or flat) to the nearest official school entrance. The local authority GIS computer programme is used when undertaking the measurement.

\*\*\*A brother or sister will be defined as a natural or legally adopted child of either parent living at the same address. In any circumstances in which there is one place available and the next eligible children are twins/triplets then the LA will admit both/all children.

\*\*\*\* Statutory school age is defined as pupils who are between age 5 and 16 i.e. pupils in any year group between and including Reception to Year 11.

The LA **will not** provide transport or make any contribution towards transport costs for children admitted from outside the school's defined catchment area. However, if the catchment area school is full in the year group, transport will be provided to the nearest school with room if that school is more than 2 miles for primary or 3 miles for secondary from the home address.

### **Children who have a Statement of Special Educational Needs**

The oversubscription criteria does not apply to pupils for whom the LA holds a Statement of Special Educational Needs although the rights of parents to be involved in the placement of their child are protected in law. The LA in consultation with Parents/carers and schools will determine the school at which education is to be provided. The LA reserves the right to name a school which is not the catchment area school.

Schools have a duty to admit children with a Statement of Special Educational Needs who have been placed in a school by the LA and these pupils are counted towards the number admitted up to the admission number unless they are placed in a Special Teaching Facility with planned places.

(Correct at time of publishing. Any impact of new legislation will be considered when available).

### **Voluntary Aided Schools (church schools - Roman Catholic, Church in Wales)**

Requests for admission to voluntary aided schools will be determined by reference to admission criteria set by the governing body. (The governing bodies of Voluntary Aided Schools are responsible for determining their own admission arrangements).

### **(c) Admission Procedures – Community Schools<sup>†</sup>**

Parents/carers will be asked to apply for a place for their child at the catchment school or to state a preference for an alternative placement using the admission application.

Requests for admission will be granted provided there are places available. Where admission requests exceed the number of places available, as

determined by the published admission number, applications will be allocated by applying the LAs oversubscription criteria.

Children attending the nursery class of a school will not have an automatic right of admission to full time education at the same school. Parents/carers will need to apply for a place along with other applicants at the appropriate time.

Attending a feeder primary school does not guarantee a place in the associated secondary school.

Admissions will not be determined on the basis of selection criteria involving the sitting of tests, viewing of school reports, or interviewing pupils with or without Parents/carers for the purpose of assessing ability or aptitude.

### **Right of Appeal**

Parents/carers will be informed, in writing, as to whether their application has been successful. Where their application has been refused parents/carers will be informed in writing that they have right of appeal to an independent appeal panel (**there is no right of appeal for nursery**). If they exercise that right, the appeal must be forwarded to the School and Governor Team at the Civic Centre. The appeal will be considered by an independent appeal panel of 3 or 5 people comprising lay members, and persons with experience in education.

### **Please note:**

Because of the statutory class size maximum of 30, there are very restricted circumstances in which an appeal for a place in an infant class (Reception, Year 1 and Year 2) can be successful.

### **Waiting Lists**

For all admissions, where parents/carers are refused a place for their child/children they are automatically placed on the waiting list and an opportunity to meet with an independent appeal panel is offered (**there is no right of appeal for nursery**). Pupils names will remain on the waiting list for the whole academic year and will only be removed if they are successful at appeal or if a parent confirms in writing that they no longer wish their child/ren's name to remain on the waiting list. If a place becomes available it will be allocated by the LA in accordance with the oversubscription criteria.

The LA will be under no duty to comply with preference expressed otherwise than in accordance with its arrangements.

**Note:** A catchment review will be necessary in line with the Band B Capital programme. A full statutory consultation process will be undertaken as required when timeframes for various projects have been agreed. Parents and pupils as well as staff and governors and the wider community will be given an opportunity to engage in the consultation process and notification of changes to catchment will be published in order that parents have information available to them when selecting a school for their child/ren. Catchment changes will not take effect until September 2020 at the earliest.

† Community schools - funded and maintained entirely by LAs.

## **Admissions to Sixth Form Criteria for Entry**

### **Application Closing Date**

Pupils can apply for a place at a sixth form at a Swansea school in the spring term prior to them seeking a place for the following September. Closing dates for applications will be determined by individual schools.

### **Provisional Offer**

Pupils will be offered a provisional place. This provisional place will be subject to achieving certain specified entry qualifications as published by each individual school. For further information on specific entry qualifications contact the school directly.

### **GCSE/Equivalent Results**

When GCSE grades are published i.e. the third Thursday in August ordinarily, it will be necessary for individual pupils to contact the school of choice to confirm grades at GCSE or equivalent examination results.

### **Choice of Subjects**

Pupils who have achieved satisfactory grades at GCSE or equivalent will be given a firm offer of a place in the sixth form at the school of choice where places are available. It must be noted, however, that it may not be possible to study all the chosen subjects at the school of choice. It may be necessary for students to link with a sixth form at another school to pursue some subject choices.

Students who have achieved satisfactory grades at GCSE or equivalent but are unable to study all subject choices at the school of choice can be offered an alternative choice of subjects being taught at the particular premises. Alternatively, these students can seek a place at an alternative venue i.e. another Swansea school sixth form or Gower College.

**Pupils will not be required to sit an entrance interview.**

### **Admission Limits – Sixth Forms**

All school sixth forms can admit up to their admission number subject to students achieving the entry requirement specified by the school (details are available from individual schools). Parents and pupils who are refused a place at the school sixth form must be given the right of appeal.

### **Admission Arrangements**

The arrangements for admission into Year 12 and 13 for maintained community schools are delegated to the establishments directly. Details on admission arrangements for Voluntary Aided Schools may be obtained directly from the establishments concerned and will form part of their admissions policies.

### **Waiting List**

If a school sixth form is over-subscribed and the school cannot meet the demand for courses a waiting list will be maintained. Applicants who have met the entry criteria (see above) but who have been refused a place due to the limit on places available will be offered an opportunity to put their name on a waiting list. In the event that a place/s become/s available, pupil/s whose name/s are on the waiting list will be offered a place in accordance with the oversubscription criteria (see below).

## **Oversubscription Criteria**

For pupils who achieve the specified entry qualifications, where more applications have been received for any school sixth form than there are places available, the following order of priority will apply:

1. Pupils who are looked after by a local authority (LAC) or are previously looked after\*.
2. Pupils who live within the school's defined catchment area. There is no guarantee of a catchment place. If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority.\*\*
3. Pupils who have a brother or sister of statutory school age \*\*\* attending the school at the date of their admission \*\*\*\*. If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority \*\*
4. Pupils who attended the school in year 11 but who live outside the catchment area of that school. If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority.\*\*
5. Other pupils for whom a place has been requested for whom criteria 1 to 4 above do not apply. If there are more applications than places, the places will be allocated in distance order with those living nearest (shortest available walking route) receiving priority.\*\*

\*Previously looked after children: looked after children who cease to be so because they were adopted or became subject to a residence order, or special guardianship order immediately following having been looked after.

\*\*All distances are measured electronically taking the distance from home to school by the shortest available walking route. The measurements will be taken from outside the entrance of the property (house or flat) to the nearest official school entrance.

\*\*\*Statutory school age is defined as pupils who are between age 5 and 16 i.e. pupils in any year group between and including Reception to Year 11.

\*\*\*\*A brother or sister will be defined as a natural or legally adopted child of either parent living at the same address. In any circumstances in which there is one place available and the next eligible pupils are twins/triplets then the LA will admit both/all pupils.

**NOTE:** Pupils with Statements of Special Educational Needs may transfer to sixth forms in Swansea schools. The decision to transfer is made by the local authority in consultation with the relevant school.

**Note:** A catchment review will be necessary in line with the Band B Capital programme. A full statutory consultation process will be undertaken as required when timeframes for various projects have been agreed. Parents and pupils as well as staff and governors and the wider community will be given an opportunity to engage in the consultation process and notification of changes to catchment will be published in order that parents have information available to them when selecting a school for their child/ren. Catchment changes will not take effect until September 2020 at the earliest.





## Education Department / Adran Addysg

**SCHEDULE OF EVENTS FOR ADMISSION ARRANGEMENTS 2019-2020  
PRIMARY SCHOOLS (Reception)**

4 December 2017	Issue of admission arrangements to schools for consultation.
26 January 2018	Return of consultation responses to local authority (LA)
30 January – 10 February 2018	Period for LA to resolve queries
1 March 2018	Report of consultation to Corporate Briefing.
22 March 2018	Determination of admission arrangements by Council
27 Awst 2018	Information for parents made available to schools and parents/carers on City and County of Swansea website or by hard copy (available on request)
8 October 2018	Parents/carers are invited to apply for a school place
8 October – 30 November 2018	A period of eight weeks for parents to make their admission applications
<b>30 November 2018</b>	<b>Deadline for parents/carers to submit admission application to the School and Governor Team, Civic Centre</b>
16 April 2019	Local authority notifies parents/carers of primary school place offered. (All Wales offer date).
<b>EASTER HOLIDAY 15 April – 26 April 2019</b>	
14 May 2019	Date by which parents/carers lodge appeal



## Education Department / Adran Addysg

**AMSERLEN DIGWYDDIADAU AR GYFER TREFNIADAU DERBYN 2019-2020  
YSGOLION CYNRADD (Derbyn)**

4 Rhagfyr 2017	Rhoi'r trefniadau derbyn i ysgolion ar gyfer ymgynghori
26 Ionawr 2018	Dychwelyd ymatebion i'r ymgynghoriad i awdurdod lleol (ALI)
30 Ionawr – 10 Chwefror 2018	Cyfnod i'r ALI ddatrys ymholiadau
1 Mawrth 2018	Adroddiad ar yr ymgynghori i Briffio Corfforaethol
22 Mawrth 2018	Y cyngor yn pennu'r Trefniadau Derbyn
27 Awst 2018	Gwybodaeth i rieni ar gael i ysgolion a rhieni/gofalwyr ar wefan Dinas a Sir Abertawe neu ar gopi caled (ar gael ar gais)
8 Hydref 2018	Gwahoddir rhieni/gwarcheidwaid i gyflwyno cais am le yn yr ysgol
8 Hydref – 30 Tachwedd 2018	Cyfnod o wyth wythnos i rieni gyflwyno eu ceisiadau derbyn
<b>30 Tachwedd 2018</b>	<b>Y dyddiad cau i rieni/ofalwyr gyflwyno cais am le i'r Tîm Ysgolion a Llywodraethwyr, y Ganolfan Ddinesig</b>
16 Ebrill 2019	Yr awdurdod lleol yn dweud wrth rieni/ofalwyr am y lleoedd a gynigiwyd mewn ysgolion cynradd. (Dyddiad cynnig Cymru Gyfan)
<b>GWYLIAU'R PASG 15 - 26 Ebrill 2019</b>	
14 Mai 2019	Dyddiad olaf i rieni/warcheidwaid gyflwyno apêl



**Education Department / Adran Addysg**

**SCHEDULE OF EVENTS FOR ADMISSION ARRANGEMENTS 2019-2020  
SECONDARY SCHOOLS (Year 7)**

4 December 2017	Issue of admission arrangements to schools for consultation.
26 January 2018	Return of consultation responses to local authority (LA)
29 January – 9 February 2018	Period for LA to resolve queries
1 March 2018	Report of consultation to Corporate Briefing.
22 March 2018	Determination of admission arrangements by Council.
27 August 2018	Information for parents made available to schools and parents/carers on City and County of Swansea website or by hard copy (available on request)
8 October 2018	Parents/carers are invited to apply for a school place.
8 October – 30 November 2018	A period of eight weeks for parents to make their admission applications.
<b>30 November 2018</b>	<b>Deadline for parents/carers to submit admission application to the School and Governor Team, Civic Centre</b>
1 March 2019	Local authority notifies parents/carers of secondary school place offered. (All Wales offer date)
<b>HALF TERM HOLIDAY 25 February – 1 March 2019</b>	
29 March 2019	Date by which parents/carers lodge an appeal.



Education Department / Adran Addysg

**AMSERLEN DIGWYDDIADAU AR GYFER TREFNIADAU DERBYN 2019-2020  
YSGOLION UWCHRADD (Blwyddyn 7)**

4 Rhagfyr 2017	Rhoi'r trefniadau derbyn i ysgolion ar gyfer ymgynghori
26 Ionawr 2018	Dychwelyd ymatebion i'r ymgynghoriad i awdurdod lleol (ALI)
29 Ionawr – 9 Chwefror 2018	Cyfnod i'r ALI ddatrys ymholiadau
1 Mawrth 2018	Adroddiad ar yr ymgynghori i Briffio Corfforaethol
22 Mawrth 2018	Y cyngor yn pennu Trefniadau Derbyn
27 Awst 2018	Gwybodaeth i rieni ar gael i ysgolion a rhieni/gofalwyr ar wefan Dinas a Sir Abertawe neu ar gopi caled (ar gael ar gais)
8 Hydref 2018	Gwahoddir rhieni i gyflwyno cais am le yn yr ysgol.
8 Hydref – 30 Tachwedd 2018	Cyfnod o wyth wythnos i rieni gyflwyno eu ceisiadau derbyn.
<b>30 Tachwedd 2018</b>	<b>Y dyddiad cau i rieni/ofalwyr gyflwyno cais am le i'r Tîm Ysgolion a Llywodraethwyr, y Ganolfan Ddinesig</b>
1 Mawrth 2019	Yr awdurdod lleol yn rhoi gwybod i rieni/ofalwyr am leoedd a gynigir mewn ysgolion uwchradd. (Dyddiad cynnig Cymru Gyfan)
<b>GWYLIAU HANNER TYMOR 25 Chwefror – 1 Mawrth 2019</b>	
29 Mawrth 2019	Dyddiad olaf i rieni/warcheidwaid gyflwyno apêl.

**DINAS A SIR ABERTAWE  
YSGOLION GYNRADD**

**NIFER DERBYN  
2019-2020**

Birchgrove Primary	60
Bishopston Primary	38
Blaenymaes Primary	37
Brynhyfryd Primary	60
Brynmill Primary	45
Burlais Primary	75
Cadle Primary	51
Casllwchwr Primary	30
Christchurch Ch. in Wales	14
Cila Primary	17
Clase Primary	36
Clwyd Primary	37
Clydach Primary	35
Craigcefnparc Primary	13
Craigfelen Primary	26
Crwys Primary	26
Cwm Glas Primary	40
Cwmrhydyceirw Primary	65
Danygraig Primary	40
Dunvant Primary	46
Gendros Primary	43
Glais Primary	15
Glyncollen Primary	30
Gors Community	44
Gorseinon Primary	45
Gowerton Primary	49
Grange Primary	30
Gwyrosydd Primary	58
Hafod Primary	30
Hendrefoilan Primary	30
Knelston Primary	19
Llangyfelach Primary	30
Llanrhidian Primary	19
Mayals Primary	30
Morrison Primary	26
Newton Primary	30
Oystermouth Primary	30
Parkland Primary	60
Pen y Fro Primary	30
Penclawdd Primary	30

Pengelli Primary	15
Penllergaer Primary	45
Pennard Primary	30
Pentrechwyth Primary	24
Pentre'r Graig Primary	45
Penyrheol Primary	43
Plasmarl Primary	25
Pontarddulais Primary	60
Pontlliw Primary	26
Pontybrenin Primary	45
Portmead Primary	35
Sea View Community Primary	29
Sketty Primary	60
St. David's Primary	30
St. Helen's Primary	30
St. Illtyd's Primary	30
St. Joseph's Cathedral Primary	60
St. Joseph's Primary (Clydach)	30
St. Thomas' Primary	55
Talycopa Primary	30
Terrace Road Primary	45
Townhill Primary	60
Trallwn Primary	39
Tre Uchaf Primary	29
Waun Wen Primary	29
Waunarlwydd Primary	41
Whitestone Primary	27
Ynystawe Primary	24
YGG Bryniago	31
YGG Bryn-y-Mor	37
YG y Cwm*	29
YGG Felindre	13
YGG Gellionnen	43
YGG Llwynderw	45
YGG Lon Las	75
YGG Pontybrenin	71
YGG Tan-y-lan&	18
YGG Tirdeunaw	59
YGG Y Login Fach	30

**DINAS A SIR ABERTAWE  
YSGOLION GYFUN**

**NIFER DERBYN  
2019-2020**

Birchgrove Comprehensive	161
Bishop Gore Comprehensive	240
Bishop Vaughan Comprehensive	228
Bishopston Comprehensive	219
Cefn Hengoed Comprehensive	165
Dylan Thomas Community	127
Gowerton Comprehensive	211
Morrison Comprehensive	218
Olchfa Comprehensive	283
Pentrefafod Comprehensive	200
Penyrheol Comprehensive	195
Pontarddulais Comprehensive	160
Ysgol Gyfun Bryn Tawe	193
Ysgol Gyfun Gwyr	167

**CITY AND COUNTY OF SWANSEA  
PRIMARY SCHOOLS**

**ADMISSION NUMBERS  
2019-2020**

Birchgrove Primary	60
Bishopston Primary	38
Blaenymaes Primary	37
Brynhyfryd Primary	60
Brynmill Primary	45
Burlais Primary	75
Cadle Primary	51
Casllwchwr Primary	30
Christchurch Ch. in Wales	14
Cila Primary	17
Clase Primary	36
Clwyd Primary	37
Clydach Primary	35
Craigcefnparc Primary	13
Craigfelen Primary	26
Crwys Primary	26
Cwm Glas Primary	40
Cwmrhydyceirw Primary	65
Danygraig Primary	40
Dunvant Primary	46
Gendros Primary	43
Glais Primary	15
Glyncollen Primary	30
Gors Community	44
Gorseinon Primary	45
Gowerton Primary	49
Grange Primary	30
Gwyrosydd Primary	58
Hafod Primary	30
Hendrefoilan Primary	30
Knelston Primary	19
Llangyfelach Primary	30
Llanrhidian Primary	19
Mayals Primary	30
Morrison Primary	26
Newton Primary	30
Oystermouth Primary	30
Parkland Primary	60
Pen y Fro Primary	30
Penclawdd Primary	30



Pengelli Primary	15
Penllergaer Primary	45
Pennard Primary	30
Pentrechwyth Primary	24
Pentre'r Graig Primary	45
Penyrheol Primary	43
Plasmarl Primary	25
Pontarddulais Primary	60
Pontlliw Primary	26
Pontybrenin Primary	45
Portmead Primary	35
Sea View Community Primary	29
Sketty Primary	60
St. David's Primary	30
St. Helen's Primary	30
St. Illtyd's Primary	30
St. Joseph's Cathedral Primary	60
St. Joseph's Primary (Clydach)	30
St. Thomas' Primary	55
Talycopa Primary	30
Terrace Road Primary	45
Townhill Primary	60
Trallwn Primary	39
Tre Uchaf Primary	29
Waun Wen Primary	29
Waunarlwydd Primary	41
Whitestone Primary	27
Ynystawe Primary	24
YGG Bryniago	31
YGG Bryn-y-Mor	37
YG y Cwm*	29
YGG Felindre	13
YGG Gellionnen	43
YGG Llwynderw	45
YGG Lon Las	75
YGG Pontybrenin	71
YGG Tan-y-lan&	18
YGG Tirdeunaw	59
YGG Y Login Fach	30

**CITY AND COUNTY OF SWANSEA  
SECONDARY SCHOOLS**

**ADMISSION NUMBERS  
2019-2020**

Birchgrove Comprehensive	161
Bishop Gore Comprehensive	240
Bishop Vaughan Comprehensive	228
Bishopston Comprehensive	219
Cefn Hengoed Comprehensive	165
Dylan Thomas Community	127
Gowerton Comprehensive	211
Morrison Comprehensive	218
Olchfa Comprehensive	283
Pentrehafod Comprehensive	200
Penyrheol Comprehensive	195
Pontarddulais Comprehensive	160
Ysgol Gyfun Bryn Tawe	193
Ysgol Gyfun Gwyr	167



## Report of the Chief Executive

Council – 22 March 2018

### Pay Policy 2018/2019

<b>Purpose:</b>	To seek Council approval of the Pay Policy for 2018/2019
<b>Policy Framework:</b>	None
<b>Consultation:</b>	Human Resources, Legal, Finance and Access to Services.
<b>Recommendation:</b>	That Council approve the Policy for adoption.
<b>Report Author:</b>	Steve Rees
<b>Finance Officer:</b>	Ben Smith
<b>Legal Officer:</b>	Tracey Meredith
<b>Access to Services Officer:</b>	Sherill Hopkins

#### 1. Introduction

- 1.1 The Localism Act 2011 required the Authority to prepare a Pay Policy Statement which articulates its Policy towards a range of issues relating to the pay of its workforce, particularly senior staff and the lowest paid employees.
- 1.2 This Authority's Pay Policy was approved at Council on March 2012 and subsequently reviewed each year.
- 1.3 The statement must be;
  - a) Prepared each year
  - b) Approved by full Council each year by 31 March.
  - c) Published on relevant Authorities' websites

**2. Pay Policy Statement 2018/2019**

2.1 A copy of the revised Pay Policy Statement is attached at Appendix A.

**3. Financial Implications**

3.1 The costs arising from the Council's Pay Policy Statement are reflected in the 2018/2019 Budget.

**4. Legal Implications**

4.1 All of the Legal implications have been set out in the Policy.

**5. Equalities and Engagement Implications**

5.1 Equalities and engagement considerations have been made in accordance with the Authority's Equality Impact Assessment process.

**Background Papers:**

None.

**Appendices:**

Appendix A - Draft Pay Policy Statement 2018/2019.



# PAY POLICY 2018-2019

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## 1. INTRODUCTION AND PURPOSE

- 1.1 Under Section 112 of the Local Government Act 1972 the Council has ‘the power to appoint officers on such reasonable terms and conditions as the Authority thinks fit’. This Pay Policy statement sets out the Council’s approach to Pay Policy in accordance with the requirements of 38 (1) of the Localism Act 2011 which requires English and Welsh Local Authorities to produce and publish a Pay Policy Statement for each financial year, detailing:
- a) The Authority’s Policies towards all aspects and elements of the remuneration of Chief Officers
  - b) Their approach to the publication of and access to information relating to all aspects of the remuneration of Chief Officers
  - c) The Authority’s Policies towards the remuneration of its lowest paid employees (including the definition adopted and reasons for it)
  - d) The relationship between the remuneration of its Chief Officers and other employees.
- 1.2 Local Authorities are large complex organisations with multi-million pound budgets. They have a very wide range of functions and provide and/or commission a wide range of essential services. The general approach to remuneration levels may therefore differ from one group of employees to another to reflect specific circumstances at a local, Welsh or UK national level. It will also need to be flexible when required to address a variety of changing circumstances whether foreseeable or not.
- 1.3 The global economic crisis and the reduction in budgets during the current Comprehensive Spending Review (CSR) period has necessitated councils going through unprecedented and painful cuts in jobs and services in response. This process has avoided some of the potential financial difficulties for councils but has been essentially reactive, and will require ongoing strategic review going forward.
- 1.4 As required by legislation, full Council approved the Pay Policy in 2012 and this policy statement came into immediate effect. The Policy is subject to review on a minimum of an annual basis in accordance with the relevant legislation.

## 2. LEGISLATIVE FRAMEWORK

- 2.1 In determining the pay and remuneration of all of its employees, the Council will comply with all relevant employment legislation. This includes the
- a) Equality Act 2010
  - b) Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000
  - c) Agency Workers Regulations 2010 and where relevant, the
  - d) Transfer of Undertakings (Protection of Earnings) Regulations

### **3. SCOPE OF THE PAY POLICY**

- 3.1 The Localism Act 2011 required Authorities to develop and make public their Pay Policy on all aspects of Chief Officer Remuneration (including on ceasing to hold office), and that pertaining to the 'lowest paid' in the Authority, explaining their Policy on the relationship between remuneration for Chief Officers and other groups. However, in the interests of transparency and accountability the Council has chosen to take a broader approach and produce a Policy covering all employee groups with the exception of School Teachers (as the remuneration for this latter group is set by the Secretary of State and therefore not in Local Authority control).
- 3.2 Nothing within the provisions of the Localism Act 2011 detract from the Council's autonomy in making decisions on pay that are appropriate to local circumstances and which deliver value for money for local tax payers. However, this Policy will be complied with in setting remuneration levels for all groups within its scope.

### **4. BROAD PRINCIPLES OF OUR PAY STRATEGY**

#### **4.1 Transparency, accountability and value for money**

- 4.1.1 The Council is committed to an open and transparent approach to pay policy which will enable the tax payer to access, understand and assess information on remuneration levels across all groups of council employees. To this end the following are provided as Appendices to this policy:-
- i) Swansea Council's Employee Pay Scales, Local Government Services Employees (Annex A)
  - ii) Swansea Council's Chief Officer Pay Scales (Annex B)
  - iii) National Pay Grades - Soulbury (Annex C)
  - iv) JNC Chief Officer Terms and Conditions (available upon request from Human Resources)
  - v) JNC Chief Officer Employment Rules (as per Council Constitution) (<http://democracy.swansea.gov.uk/documents/s31874/CouncilConstitutionNovember2016.pdf>)
  - iii) Policy on Redundancy and Severance Payments (<http://www.swansea.gov.uk/redundancyanddeployment>)

## 4.2 Development of Pay and Reward Strategy

- 4.2.1 The primary aim of a reward strategy is to attract, retain and motivate suitably skilled staff so that the Authority can perform at its best. The biggest challenge for the Council in the current circumstances is to maximise productivity and efficiency within current resources. Pay Policy then is a matter of striking a sometimes difficult balance between setting remuneration levels at appropriate levels to facilitate a sufficient supply of appropriately skilled individuals to fill the Authority's very wide range of posts, and ensuring that the burden on the taxpayer does not become greater than can be fully and objectively justified.
- 4.2.2 In this context it does need to be recognised that at the more senior grades in particular remuneration levels need to enable the attraction of a suitably wide pool of talent (which will ideally include people from the private as well as public sector and from outside as well as within Wales), and the retention of suitably skilled and qualified individuals once in post. It must be recognised that the Council will often be seeking to recruit in competition with other good public and private sector employers.
- 4.2.3 In addition, the Council is the major employer in the area. As such we must have regard to our role in improving the economic well-being of the people of the City & County. The availability of good quality employment on reasonable terms and conditions and fair rates of pay has a beneficial impact on the quality of life in the community as well as on the local economy. The Council also has a role in setting a benchmark example on pay and conditions to other employers in the area for the same reasons.
- 4.2.4 In designing, developing and reviewing its Pay and Reward Strategy, the Council will seek to balance these factors appropriately to maximise outcomes for the organisation and the community it serves, while managing pay costs appropriately and maintaining sufficient flexibility to meet future needs. This Pay Policy will be reviewed on an annual basis in line with our strategy for pay and approved annually by the Full Council.

## 4.3 NJC Pay Structure

- 4.3.1 The Council uses the nationally negotiated pay spine as the basis for its grading structure. This determines the salaries of the larger majority of the non-teaching workforce, together with the use of other nationally defined rates where relevant.
- 4.3.2 The current pay rates for the period 1<sup>st</sup> April 2017 are attached at **Annex A. The rates for 2018/19 have yet to be agreed.**
- 4.3.3 Since the introduction of the Living Wage, see Paragraph 4.5, spinal column points 6 to 10 are only utilised to calculate pay for hours worked over 37 per week.
- 4.3.4 All other pay related allowances are the subject of either nationally or locally negotiated rates, having been determined from time to time in accordance with collective bargaining machinery and/or as determined by Council Policy.



4.3.5 New appointments will normally be made at the minimum of the relevant grade, although this can be varied where necessary to secure the best candidate.

4.3.6 All future pay nationally negotiated pay increases for NJC staff will follow the same process as for Chief Officers; see Paragraph 5.5.1 below. The Authority will therefore pay future pay rises as and when determined in accordance with contractual requirements.

#### **4.4 National Pay Grades - Soulbury Committee**

4.4.1. The Soulbury Committee has its own pay scales and includes the following groups of staff:-

- Educational Inspectors and Advisers
- Educational Psychologists
- Youth and Community Service Officers

4.4.2 In addition to the annual pay increase, the Soulbury Committee determines the national salary framework. On other conditions of service issues, the Soulbury agreement ensures that Soulbury officers have conditions which are not less favourable than other local government staff employed in the authority they work in.

4.4.3 All future pay nationally negotiated pay increases for Soulbury staff will follow the same process as for Chief Officers; see Paragraph 5.5.1 below. The Authority will therefore pay future pay rises as and when determined in accordance with contractual requirements.

4.4.4. The current pay rates for this group of staff for the period 1<sup>st</sup> September 2016 and 1<sup>st</sup> September 2017 are attached at **Annex C**. **The rates for 2018/2019 have yet to be agreed.**

#### **4.5 Job Evaluation**

4.5.1. Job evaluation is a systematic way of determining the value/worth of a job in relation to other jobs within an organisation. It aims to make a systematic comparison between jobs to assess their relative worth for the purpose of establishing a rational pay structure and pay equity between jobs.

4.5.2. The Council implemented Single Status for all staff in terms of Pay & Grading and Terms & Conditions on 1<sup>st</sup> April 2014. The concept of equality was central to this work and our Equality Impact Assessment (EIA) process has been utilised throughout. It has already informed the Council's negotiating position in relation to a number of Terms and Conditions. The Council engaged Northgate to assist us to carry out an EIA in respect of our new pay model.

## **4.6 National Minimum Wage/National Living Wage/Living Wage Foundation**

### **4.6.1 NATIONAL MINIMUM WAGE (NMW)**

The National Minimum Wage (NMW) is the minimum pay per hour most workers are entitled to by law. The rate will depend on a worker's age and if they are an apprentice. The rate from 1<sup>st</sup> April 2018 is £7.38 an hour for adults aged 21 and over, and £5.90 for those aged 18 to 20. This Authority is paying above these rates. These rates change every April.

### **4.6.2 COMPULSORY NATIONAL LIVING WAGE (NLW)**

From April 2016, the Compulsory National Living Wage (NLW) was introduced and applies to those who are aged 25 and over. The NLW from 1<sup>st</sup> April 2018 is £7.83 per hour and therefore, this Authority's minimum hourly rate of £8.13 per hour is above this rate. Future rises will be recommended by the Low Pay Commission, with the aim that it will reach 60% of median earnings by 2020. This new rate is not connected to the rate used by the Living Wage Foundation.

It should be noted that Living Wage enhancements will only apply to normal working hours (up to 37 hours) and will not be applied to premium payments, such as overtime, weekend working. An example would be where an employee is on spinal column point 10, they would receive £8.13 for all basic hours up to 37 hours per week. However, if they work overtime, they will be paid at the appropriate enhanced rate on spinal column point 10 (see attached for this Authority's Pay Scales). However, notwithstanding that the pay award for 2018 has not yet been agreed at the time of publishing this Policy, spinal column point 6 has been amended from £7.78 to £7.83 to ensure that it matches the NLW.

As part of the NJC National Pay Negotiations for 2018/2019 and 2019/2020, there is a proposal to completely revise the NJC National Pay Spine to take account of the National Living Wage. The Council's Pay Model will need to be revised to take account of this once agreed nationally.

### **4.6.3 LIVING WAGE FOUNDATION (LWF)**

The living wage, as used by the [Living Wage Foundation](#), is the hourly rate of pay calculated independently to be the minimum that a worker needs to earn to cover the basic costs of living. An employer may choose to pay it, but has no statutory obligation to do so. The current living wage is set at £10.20 an hour in London and £8.75 an hour outside London, reflecting higher living costs in the capital than the rest of the UK. (These voluntary living wage rates should not be confused with the Compulsory National Living Wage, see above.)

The Council initially implemented the Living Wage Foundation rate for employees in April 2013. However, whilst the Council is not an 'Accredited Living Wage Employer' and has not continued to pay the Living Wage Foundation Rate, a commitment was made to review this on an annual basis. As a result, subsequent Pay Awards have been applied to Swansea's Living Wage which will be £15,689 per annum, i.e. £8.13 per hour from 1<sup>st</sup> April 2017. See Appendix A.

## **4.7 Market Supplements**

- 4.7.1 Job evaluation has enabled the Council to set appropriate remuneration levels based on internal job size relativities within the council. However, from time to time it may be necessary to take account of the external pay market in order to attract and retain employees with particular experience, skills and capacity.
- 4.7.2 The Council has a Market Supplement Policy to ensure that the requirement for such is objectively justified by reference to clear and transparent evidence of relevant market comparators, using appropriate data sources available from within and outside the local government sector. It is the Council's policy that any such additional payments be kept to a minimum and be reviewed on a regular basis so that they can be withdrawn where no longer considered necessary.

## **4.8 Honoraria Payments**

- 4.8.1 There may be occasions when an employee is asked to carry out additional duties to those of their substantive post for a period of time. In such circumstances an additional payment may be made in line with the Council's policy on Payment of Honoraria.

## **4.9 Pay and Performance**

- 4.9.1 The Council expects high levels of performance from all employees and has an Annual Appraisal Scheme in place to monitor, evaluate and manage performance on an ongoing basis.
- 4.9.2 For Chief Officers, the annual increment (if not already at top of scale) is only awarded once the Annual Appraisal has been deemed as satisfactory.

## **4.10 Exit Cap and Recovery Provisions**

- 4.10.1 In 2017, the UK Government intended to introduce Regulations that will impose a cap of £95,000 on exit payments for public sector workers. It also intends to develop regulations to enable the recovery of exit payments made to employees who leave the public sector and return within 12 months; although the timetable for these regulations is not as clear. The minimum salary to which the recovery provisions will apply is £80,000 per annum. To date no such Regulations have been published by the Government although it is understood that consultation is to take place in 2018 in respect of these Regulations. Council Policies will be updated at appropriate the appropriate time to take account of any changes.

## 5. CHIEF OFFICER REMUNERATION

### 5.1 Definitions of Chief Officer & Pay Levels

- 5.1.1 For the purposes of this statement, 'Chief Officers' are as defined within S43 of the Localism Act. The posts falling within the statutory definition of S43 of the Localism Act are set out below: (details of the salary of each are included at Appendix C).
- a) Chief Executive
  - b) Corporate Directors
  - c) Chief Officers
  - d) Heads of Service
- 5.1.2 No bonus or performance related pay mechanism is applicable to Chief Officers' pay; although the annual increment (if not already at top of scale) is only awarded once the Annual Appraisal has been deemed as satisfactory. The Chief Executive is on a spot salary, with no incremental progression.
- 5.1.3 In respect of the nationally agreed JNC Pay Award for the Chief Executive's salary, half is afforded automatically with the other half subject to the performance rating at the Annual Performance Appraisal. The current Chief Executive is on a spot salary of £142,814 p.a. with no incremental progression. **The rate for 2018/2019 have yet to be agreed.**

### 5.2 Chief Officer Job Evaluation

- 5.2.1 Director and Head of Service level posts were job evaluated in 2009 using the GLEA Job Evaluation Scheme for Chief Officers in Local Government (1993).

### 5.3 Recruitment of Chief Officers

- 5.3.1 The Council's Policy and Procedures with regard to recruitment of Chief Officers is contained within the Officer Employment Procedure Rules as set out in Part 4 of the Constitution. The determination of the remuneration to be offered to any newly appointed Chief Officer will be in accordance with the pay structure and relevant policies in place at the time of recruitment.
- 5.3.2 There is a requirement under the Welsh Government Regulations that all vacant posts with a salary of over £100,000 are publicly advertised. The only exception to this new rule is where the appointment is for 12 months or less. It is also possible to divide up the duties from one deleted Chief Officer posts between other existing postholders.
- 5.3.3 Where the Council remains unable to recruit Chief Officers under a contract of service, or there is a need for interim support to provide cover for a vacant substantive Chief Officer post, the Council will, where necessary, consider and utilise engaging individuals under 'contracts for service'. These will be sourced through a relevant procurement process ensuring the Council is able to demonstrate the maximum value for money benefits from competition in securing the relevant service. The Council does not currently have any Chief Officers engaged under such arrangements.

## 5.4 Additions to Salary of Chief Officers

- 5.4.1. The Council does not apply any bonuses or performance related pay to its Chief Officers. However, the annual increment (if not already at top of scale) is only awarded once the annual appraisal has been deemed as satisfactory.
- 5.4.2 The Council does pay all reasonable travel and subsistence expenses on production of receipts and in accordance with JNC conditions and other local conditions.
- 5.4.3. The cost of membership of one professional body is met by the Authority if it is deemed an essential requirement of the post.
- 5.4.4. The Chief Executive's salary and Job Description include his role as Returning Officer for Local Government Elections. All other Elections and referenda are not included and are covered by the JNC Terms and Conditions of Employment.

## 5.5 Pay Increases - Chief Officers

- 5.5.1 The Council employs Chief Officers under JNC terms and conditions which are incorporated in their contracts. The JNC for Chief Officers negotiates on national (UK) annual cost of living pay increases for this group, and any award of same is determined on this basis. Chief Officers employed under JNC terms and conditions are contractually entitled to any national JNC determined pay rises and this Council will therefore pay these as and when determined in accordance with current contractual requirements.
- 5.5.2 The Pay Scale with effect from 1<sup>st</sup> April 2017 is attached at **Annex B. The rates for 2018 have yet to be agreed.**

## 5.6 Payments on Termination

- 5.6.1 The Council's approach to statutory and discretionary payments on termination of employment of Chief Officers (and all other employees), prior to reaching normal retirement age, is set out within its Early Retirement & Redundancy Policy in accordance with Regulations 5 and 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006. This is in respect of a redundancy payment being based on actual weekly earnings (Regulation 5) and when an enhanced redundancy payment of up to 45 weeks pay would be granted (Regulation 6). Regulations 12 and 13 of the Local Government Pension Scheme (Benefits, Membership and Contribution) Regulations 2007 do not apply as the Authority does not increase the total membership of active members (Regulation 12) or award additional pension (Regulation 13).
- 5.6.2 Any other payments falling outside the provisions or the relevant periods of contractual notice shall be subject to a formal decision made by the Chief Executive and Leader of the Council or relevant Elected Members, Committee or Panel of Elected Members with delegated authority to approve such payments.

5.6.3 The Authority will comply with the Welsh Government's guidance that full Council should be given the opportunity to vote before large severance packages beyond a particular threshold are approved for staff leaving the organisation. The guidance states *that "as with salaries on appointment, the Welsh Ministers consider £100,000 is the right level for that threshold to be set. Members must be made aware of any statutory or contractual entitlements due to the employee and the consequences of a non-approval by Council, in which failure to fulfill the statutory or contractual obligations may enable the employee to claim damages for breach of contract"*.

5.6.4. When calculating the value of a severance package, the following payments should include the following items:-

- a) salary paid in lieu
- b) lump sum redundancy/severance payment
- c) cost to the Authority of the strain on the pension fund arising from providing early access to an unreduced pension

## **6. TEACHERS' PAY POLICY**

6.1.1 The Teachers Pay Policy provides a framework for making decisions on Teachers' pay. It has been developed to comply with the requirements of the School Teachers' Pay and Conditions Document (STPCD) and has been the subject of consultation with ASCL, ATL, NAHT, NASUWT, NUT AND UCAC.

6.1.2 A Policy is provided to all schools each year within the Authority with a recommendation that the Governing Body adopt it. A copy of the Policy is available on request.

## **7. PUBLICATION**

7.1 Upon approval by the full Council, this statement will be published on the Council's Website. In addition, for posts where the full time equivalent salary is at least £60,000, as required under the Accounts and Audit (Wales) (Amendment) Regulations 2010, the Councils Annual Statement of Accounts will include a note setting out the total amount of:

- a) salary, fees or allowances paid to or receivable by the person in the current and previous year;
- b) any bonuses so paid or receivable by the person in the current and previous year;
- c) any sums payable by way of expenses allowance that are chargeable to UK income tax;
- d) any compensation for loss of employment and any other payments connected with termination;
- e) any benefits received that do not fall within the above

## **8. PAY RELATIVITIES WITHIN THE AUTHORITY**

- 8.1 The lowest paid persons employed under a Contract of Employment with the Council are employed on full time [37 hours] equivalent salaries in accordance with the minimum spinal column point currently in use within the Council's grading structure. As at 1<sup>st</sup> April 2017, this will be £15,689 per annum, i.e. Swansea's Living Wage rate. The Council employs Apprentices [and other such Trainees] who are not included within the definition of 'lowest paid employees' as they are not employed under Contracts of Employment.
- 8.2 The relationship between the rate of pay for the lowest paid and Chief Officers is determined by the processes used for determining pay and grading structures as set out earlier in this Policy Statement.
- 8.3 The statutory guidance under the Localism Act recommends the use of pay multiples as a means of measuring the relationship between pay rates across the workforce and that of senior managers, as included within the Hutton 'Review of Fair Pay in the Public Sector' (2010). The Hutton Report was asked by Government to explore the case for a fixed limit on dispersion of pay through a requirement that no public sector manager can earn more than 20 times the lowest paid person in the organisation. The report concluded that the relationship to median earnings was a more relevant measure and the Government's Code of Recommended Practice on Data Transparency recommends the publication of the ratio between highest paid salary and the median average salary of the whole of the Authority's workforce.
- 8.4 The current pay levels within the Council define the multiple between the lowest paid (full time equivalent) employee and the Chief Executive as 1.10 and between the lowest paid employee and average Chief Officer as 1:5.
- 8.5 The multiple between the median (average) full time equivalent earnings and the Chief Executive is 1:5 and between the median (average) full time equivalent earnings and average Chief Officer is 1:3.
- 8.6 As part of its overall and ongoing monitoring of alignment with external pay markets, both within and outside the sector, the Council will use available benchmark information as appropriate.

## **9 INDEPENDENT REMUNERATION PANEL**

- 9.1 This is in respect of the salary of the Head of Paid Service/Chief Executive and Chief Officers whereby Authorities will pay due regard to any recommendation received from the IRP when performing its functions under Section 38 or 30 of the Localism Act 2011.
- 9.2 To date, no referral has been made to the Independent Remuneration Panel.



## **10. ACCOUNTABILITY AND DECISION MAKING**

- 10.1 In accordance with the Constitution of the Council, the Cabinet is responsible for decision making in relation to the recruitment, pay, terms and conditions and severance arrangements in relation to employees of the Council.

## **11. RE-EMPLOYMENT**

- 11.1 No Chief Officer who was previously made redundant or granted early retirement from the Council will be later re-employed or re-engaged either as an employee (Contract of Service), as a Consultant (Contract for Service) or through an external contractor commissioned to work on behalf of the Council.
- 11.2 The Authority will inform Chief Officers on appointment who are in receipt of a pension under the LGPS from a previous employer that they must inform their Pension Fund Provider of their re-employment in Local Government. The appropriate abatement rules can then be applied.

## **12. REVIEWING THE POLICY**

- 12.1 This Policy outlines the current position in respect of pay and reward within the Council and it will be reviewed over the next year to ensure that it meets the principles of fairness, equality, accountability and value for money for citizens of Swansea. The Policy will be reviewed annually and reported to Council.



**ANNEX A**

NJC PAY RATES					
CURRENT RATES - 2017				NEW RATES - APRIL 2018	
Grade	SCP	Current Salary	Hourly Rate	New Salary	New Hourly Rate
	6	£15,014	£7.78	£15,106	£7.83
	10	£15,613	£8.09		
1	LW	£15,689	£8.13		
2	11	£15,807	£8.19		
3	12	£16,123	£8.36		
3	13	£16,491	£8.55		
4	13	£16,491	£8.55		
4	14	£16,781	£8.70		
4	15	£17,072	£8.85		
4	16	£17,419	£9.03		
5	17	£17,772	£9.21		
5	18	£18,070	£9.37		
5	19	£18,745	£9.72		
5	20	£19,430	£10.07		
6	21	£20,138	£10.44		
6	22	£20,661	£10.71		
6	23	£21,268	£11.02		
6	24	£21,962	£11.38		
6	25	£22,658	£11.74		
7	26	£23,398	£12.13		
7	27	£24,174	£12.53		
7	28	£24,964	£12.94		
7	29	£25,951	£13.45		
7	30	£26,822	£13.90		
8	31	£27,668	£14.34		
8	32	£28,485	£14.76		
8	33	£29,323	£15.20		
8	34	£30,153	£15.63		
8	35	£30,785	£15.96		
9	36	£31,601	£16.38		
9	37	£32,486	£16.84		
9	38	£33,437	£17.33		
9	39	£34,538	£17.90		
9	40	£35,444	£18.37		
10	41	£36,379	£18.86		
10	42	£37,306	£19.34		
10	43	£38,237	£19.82		
10	44	£39,177	£20.31		
10	45	£40,057	£20.76		
11	46	£41,025	£21.26		
11	47	£41,967	£21.75		
11	48	£42,898	£22.24		
11	49	£43,821	£22.71		
11	50	£44,774	£23.21		
12	51	£45,713	£23.69		
12	52	£46,660	£24.19		
12	53	£47,633	£24.69		
12	54	£48,625	£25.20		
12	55	£49,638	£25.73		
	TO BE AGREED				
	<p>These spinal column points are used to calculate overtime payments for staff who are on Grade 1 (Living Wage) or Grade 2, i.e.</p> <ul style="list-style-type: none"> <li>➤ Grade 1 (Living Wage rate from 1<sup>st</sup> April 2018) premium payments to be paid on scp 6</li> <li>➤ Grade 2 premium payments to be paid on scp 10</li> </ul>				

**LEADERSHIP TEAM****PAY SCALES - 1<sup>ST</sup> APRIL 2017**

<b>CHIEF EXECUTIVE'S PAY SCALE</b>								
£142,814 fixed point								
<b>DIRECTORS' PAY SCALES £98,848 to £112,211</b>								
Point 1	Point 2	Point 3	Point 4	Point 5	Point 6	Point 7		
£98,848	£101,449	£102,010	£104,560	£107,111	£109,661	£112,211		
<b>CHIEF OFFICERS</b>								
Chief Social Services Officer & Chief Education Officer - £93,645 to £102,010 Chief Transformation Officer & Chief Operating Officer - £83,240 to £93,645								
Point 1	Point 2	Point 3	Point 4	Point 5	Point 6	Point 7	Point 8	Point 9
£83,240	£85,841	£88,443	£91,044	£93,645	£96,246	£98,848	£101,449	£102,010
<b>HEADS OF SERVICE BAND 1 - £67,633 to £83,240</b>								
Point 1	Point 2	Point 3	Point 4	Point 5	Point 6	Point 7		
£67,633	£70,234	£72,835	£75,436	£78,038	£80,639	£83,240		
<b>HEADS OF SERVICE BAND 2 - £57,228 to £72,835</b>								
Point 1	Point 2	Point 3	Point 4	Point 5	Point 6	Point 7		
£57,228	£59,829	£62,430	£65,031	£67,633	£70,234	£72,835		
<b>HEADS OF SERVICE BAND 3 - £52,025 to £62,430</b>								
Point 1	Point 2	Point 3	Point 4	Point 5				
£52,025	£54,575	£57,228	£59,829	£62,430				

**NATIONAL PAY GRADES – SOULBURY****2016 TO 2017**

<b>EDUCATIONAL PSYCHOLOGISTS - SCALE A</b>		
<b>SPINE POINT</b>	<b>Pay – with effect from 01.09.16</b>	<b>Pay – with effect from 01.09.2017</b>
1.	£35,377	£35,731
2.	£37,173	£37,545
3.	£38,969	£39,359
4.	£40,764	£41,171
5.	£42,558	£42,984
6.	£44,353	£44,797
7.	£46,044	£46,504
8.	£47,734	£48,211
9.	£49,317*	£49,810*
10.	£50,902*	£51,411*
11.	£52,380*	£52,903*

**Notes:**

1. Pay scales to consist of 6 consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit, retain and motivate staff.
2. Extension to scale to accommodate structured professional assessment points.

<b>SENIOR &amp; PRINCIPAL EDUCATIONAL PSYCHOLOGISTS - SCALE B</b>		
<b>SPINE POINT</b>	<b>Pay – with effect from 01.09.16</b>	<b>Pay – with effect from 01.09.2017</b>
1.	£44,353	£44,797
2.	£46,044	£46,504
3.	£47,734*	£48,221*
4.	£49,317	£49,810
5.	£50,902	£51,411
6.	£52,380	£52,903
7.	£52,987	£53,516
8.	£54,120	£54,661
9.	£55,243	£55,795
10.	£56,386	£56,950
11.	£57,506	£58,081
12.	£58,649	£59,235
13.	£59,811	£60,409
14.	£60,933**	£61,543**
15.	£62,110**	£62,731**
16.	£63,275**	£63,908**
17.	£64,448**	£65,093**
18.	£65,620**	£66,276**

**Notes:**

1. Pay scales to consist of not more than four consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit, retain and motivate staff.
2. \* Normal minimum point for the Principal Educational Psychologist undertaking the full range of duties at this level.
3. \*\* Extension to range to accommodate discretionary scale points and structured professional assessments
4. Principals are paid on a 4 point scale 8 - 14 (this includes 3 spa points)

<b>TRAINEE EDUCATIONAL PSYCHOLOGISTS</b>		
<b>SPINE POINT</b>	<b>Pay – with effect from 01.09.16</b>	<b>Pay – with effect from 01.09.2017</b>
1	£22,728	£22,955
2	£24,393	£24,363
3	£26,054	£26,314
4	£27,718	£27,996
5	£29,381	£29,675
6	£31,044	£31,355

<b>ASSISTANT EDUCATIONAL PSYCHOLOGISTS</b>		
<b>SPINE POINT</b>	<b>Pay – with effect from 01.09.2016</b>	<b>Pay – with effect from 01.09.2017</b>
1	£27,939	£28,218
2	£29,080	£29,371
3	£30,221	£30,523
4	£31,355	£31,669

<b>YOUNG PEOPLE'S / COMMUNITY SERVICE MANAGERS</b>		
<b>SPINE POINT</b>	<b>Pay – with effect from 01.09.2016</b>	<b>Pay – with effect from 01.09.2017</b>
1	£34,983	£35,333
2	£36,128	£36,489
3	£37,272	£37,645
4	£38,440*	£38,824*
5	£39,626	£40,023
6	£40,784	£41,192
7	£41,969**	£42,388**
8	£43,314	£43,747
9	£44,056	£44,497
10	£45,202	£45,654
11	£46,342	£46,805
12	£47,483	£47,958
13	£48,616	£49,103
14	£49,762	£50,259
15	£50,908	£51,417
16	£52,057	£52,578
17	£53,213	£53,745
18	£54,360	£54,904
19	£55,502	£56,057
20	£56,668***	£57,235***
21	£57,857***	£58,435***
22	£59,072****	£59,663****
23	£60,312****	£60,915****
24	£61,579***	£62,194***

**Notes:**

The minimum Youth and Community Service Officers' scale is 4 points. Other salary scales to consist of not more than four consecutive points based on duties and responsibilities attaching to posts and the need to recruit retain and motivate staff.

- \* normal minimum point for senior youth and community officers undertaking the full range of duties at this level
- \*\* normal minimum point for principal youth and community service officer undertaking the full range of duties at this level
- \*\*\* extension to range to accommodate discretionary scale points and structured professional assessments.

<b>EDUCATIONAL IMPROVEMENT PROFESSIONALS (EIPs)</b>		
<b>SPINE POINT</b>	<b>Pay – with effect from 01.09.2016</b>	<b>Pay – with effect from 01.09.2017</b>
1	£33,730	£34,067
2	£34,938	£35,287
3	£36,078	£36,439
4	£37,234	£37,606
5	£38,383	£38,767
6	£39,533	£39,928
7	£40,741	£41,148
8	£41,902*	£42,321*
9	£43,256	£43,689
10	£44,436	£44,908
11	£45,655	£46,112
12	£46,809	£47,277
13	£48,116**	£48,597**
14	£49,280	£49,773
15	£50,567	£51,073
16	£51,731	£52,248
17	£52,897	£53,426
18	£54,042	£54,582
19	£55,223	£55,775
20	£55,833***	£56,391***
21	£57,005	£57,575
22	£58,027	£58,607
23	£59,152	£59,744
24	£60,160	£60,762
25	£61,239	£61,851
26	£62,291	£62,914
27	£63,367	£64,001
28	£64,457	£65,102
29	£65,551	£66,207
30	£66,643	£67,309
31	£67,725	£68,402
32	£68,824	£69,512
33	£69,924	£70,623
34	£71,050	£71,761
35	£72,173	£72,895
36	£73,329	£74,062
37	£74,465	£75,210
38	£75,615	£76,371
39	£76,748	£77,515
40	£77,880	£78,659
41	£79,019	£79,809
42	£80,156	£80,958
43	£81,293	£82,106
44	£82,435	£83,259

45	£83,574	£84,410
46	£84,715	£85,562
47	£85,860	£86,719
48	£86,995****	£87,865****
49	£88,135****	£89,016****
50	£89,275****	£90,168****

**Notes:**

Salary scales to consist of not more than four consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit and motivate staff.

\* normal minimum point for EIP undertaking the full range of duties at this level

\*\* normal minimum point for senior EIP undertaking the full range of duties at this level

\*\*\* normal minimum point for leading EIP undertaking the full range of duties at this level

\*\*\*\* extension to range to accommodate structured professional assessments.



Council – 22 March 2018

## Councillors' Questions

### Part A – Supplementaries

<p>1</p>	<p><b>Cllrs Will Thomas, Lyndon Jones &amp; Miles Langstone</b></p> <p>What are the council doing to encourage more people to buy electric cars. Specifically the point on installing rapid chargers. Also, what help is given to those that would like a rapid charger installed at home or business.</p> <p><b>Response of the Cabinet Member for Housing, Energy &amp; Building Services</b></p> <p>The Council is keen to take forward the promotion of low emission vehicles and has raised this on a regional basis and with WG's Transport Policy, Planning &amp; Partnership Division via CLAW to ensure a joined up approach. This follows information received recently regarding WG looking to roll out £2m funding for EV charging Infrastructure via Local Authorities. The aim is to create an EV charging network in proximity to trunk roads which will bring additional economic and eco-tourism by bringing people into towns close to trunk roads. The funding will create a standard 'Wales branded' EV charging specification via the setting up of a Wales EV charging procurement framework with the aim being to locate 2/3 rapid charge posts in each Local Authority area. The framework and common specification will then be accessible to LA's for future projects which will help support transition from petrol and diesel by resolving the main concern which is being able to charge a vehicle for longer journeys. Funding from UK Government as part of its planned strategy on low carbon road transport will also be reviewed.</p> <p>The council is also promoting the uptake of Electric vehicles via a range of initiatives including its annual clear air roadshow scheduled for the summer which help encourage more people to buy electric vehicles by alleviating concerns over the lack of charging points, accessibility to rapid charging and relieving range anxiety for longer journeys (which evidence suggests is a key inhibitor to take-up). This forms part of the Council's overall Energy Strategy and associated action plan.</p> <p>For people wishing to purchase electric vehicles, grants are available from the Government ranging from 20–35% for car dealerships and manufacturers to enable them to reduce prices on brand new electric vehicles which fall into certain categories. In addition to this, the Electric Vehicle Homecharge Scheme (EVHS) provides government grant funding of up to 75% towards the cost of installing electric vehicle charge points at domestic properties across the UK.</p>
<p>2</p>	<p><b>Cllrs Peter Black, Jeff Jones &amp; Graham Thomas</b></p> <p>How many prosecutions for dog fouling have there been since January 2016.</p> <p><b>Response of the Cabinet Member for Environment Services</b></p>

	<p>Six Fixed Penalty Notices (FPNs) for dog fouling have been issued since January 2016 – 5 were paid within 7 working days and 1 was withdrawn. Therefore as all FPNs were paid, there have been no prosecutions for Dog Fouling.</p>
<p>3</p>	<p><b>Cllrs Kevin Griffiths, Wendy Fitzgerald &amp; Gareth Sullivan</b></p> <p>Can the Cabinet Member confirm if it is true what the papers say that there is going to be a new junction installed between M4 Junction 47 and 48. If it is where is the proposed location and what is the cost.</p> <p><b>Response of the Cabinet Member for Commercial Opportunities &amp; Innovation</b></p> <p>There are currently no plans for a new M4 junction, or details of potential location or cost. However, it is a proposal put to the Welsh Government by Council officers in response to their call for projects to be considered for inclusion in the National Development Framework (NDF) that they are currently preparing. The NDF, which is due to be published in 2020, will be a new national land use development plan and will replace the existing Wales Spatial Plan. It will set out the framework for land use in Wales over the period to 2040 and identify the locations for the provision of new infrastructure and growth. The Welsh Government plan to publish for consultation purposes details of the issues and options proposed to be included in the NDF later this year (April to June 2018).</p>
<p>4</p>	<p><b>Cllrs Chris Holley, Peter Black &amp; Jeff Jones</b></p> <p>In view of the requirement to increase revenue for the Parking Enforcement section are there any incentives in place for the Parking Enforcement Officers to achieve this.</p> <p><b>Response of the Cabinet Member for Environment Services</b></p> <p>There are no incentives for Civil Enforcement Officers (CEO's) to achieve income targets. However under the Traffic Management Act, there is a requirement for the Civil Parking Enforcement service to be operated at zero cost to the council. Therefore, operating costs must be offset by penalty charge income, with any surplus being reinvested into ring-fenced service provision.</p> <p>The service will have objectives in terms of team performance relating to areas of the city to be patrolled, so that complaints regarding inconsiderate or dangerous parking are addressed, performance of officers on street, and the requirement for officers to conduct themselves in a professional and courteous manner at all times. Additional efforts are being made to ensure that on-street traffic regulation orders are enforceable, that lines and signs are correct and properly maintained.</p> <p>Increased income targets have been allocated across all of parking services. There are work streams in place to improve the customer experience within car parks with the intention of attracting additional customers into council car parks, especially during the traditionally quiet periods of the year, to assist local retailers. There is an obvious challenge due to the competition for</p>

	<p>shopper parking within the city centre, from the three NCP multi storey car parks.</p> <p>Investment in new technology, as part of the Smart Cities aspiration, is also expected to bring about greater efficiencies within parking services, assisting in meeting increased income targets.</p> <p>It is intended that through these range of initiatives, that the additional demands on the service will be accommodated.</p>
5	<p><b>Cllrs Chris Holley, Jeff Jones &amp; Mary Jones</b></p> <p>Will the Cabinet Member/s tell Council which Council Assets have been transferred to Community Groups and how many are still under discussion. Will the Cabinet Member also confirm the departmental ownership prior to it being transferred.</p> <p><b>Response of the Cabinet Member for Service Transformation &amp; Business Operations and Future Generations</b></p> <p>4 sites have been the subject of community asset transfer ;Forge Fach and Graigfelyn Hall, Clydach, the Indoor Bowls Hall in Landore and Southgate WCs. All these sites were held centrally (General Fund). There are a further 41 assets currently under consideration, 7 are currently in the legal process.</p>
6	<p><b>Cllr Linda Tyler-Lloyd</b></p> <p>Can we please be advised what involvement ERW has regarding pay negotiations for teachers in Swansea.</p> <p><b>Response of the Cabinet Member for Children, Education &amp; Lifelong Learning</b></p> <p>The pay for teachers (including the annual national pay award) is agreed by the UK Government and the Local Government Association (LGA for England, Wales &amp; Northern Ireland).</p> <p>The pay policy for the ERW region is consulted on an annual basis, with each local authority (LA) attending to consult on behalf of their own LA. Following this each LA consults with their local trade union representatives before issuing the final policy to schools for them to adopt.</p>
7	<p><b>Cllrs Chris Holley, Mary Jones &amp; Wendy Fitzgerald</b></p> <p>Will the Cabinet Member tell Council what use will the Law Courts in the Guildhall be put once the Justice Department have finished with them.</p> <p><b>Response of the Cabinet Member for Service Transformation &amp; Business Operations and Future Generations</b></p> <p>The lease of the Law Courts has been surrendered by the Courts Service following the payment of premium to the Council. Investigations are ongoing for alternative uses and whilst these are complicated due to the listed nature of the building this also assists in terms of ongoing holding costs as empty rates are not payable due to listed status . Discussions are ongoing with a</p>

	public sector partner organisation for an alternative use and costs are also being established for a reuse of the office accommodation.
	<b>Part B – No Supplementaries - None</b>