



North Somerset School Admissions Forum

Monday 2 July 2007,
10:00 – 12noon at Four Oaks, Nailsea

Present

Tess Robinson (Vice Chair)

Eufron Parry

Sandra Medley

Sally Varley

Lynne Packer

Yvette Holloway

John Brook

Elvis Johnson

Nick Lacey

Anne Kemp

Jeremy Watt

Sara Griffiths

Trevor Bailey

Jane Penrose

Richard Baker

Cathy Baker

Diocese of Bath & Wells

Methodist Officer for New Schools

Headteacher, St Georges Church Primary School

NSC, School Organisation and Access Manager

NSC, SEN Team

NSC, Transition Advisor (Choice)

Secondary School Governor

Somerset Racial Equality Council

Bath & North East Somerset Council

NSC Councillor

Deputy Head of Childrens education Advisory Service
(MoD)

North Somerset Principal Somerset SEN Team

Headteacher, Worle Community School

Bristol City Council

North Somerset School Admissions

North Somerset School Admissions (Minute taker)

1. Apologies and Introductions
Bill McEntee, David Gradwell, Mike Tedstone, David Byrne, Gillian Quick, Julie Fox, Paul Stathers, Pam Kelly, Jenny Moss, John Wells.
2. Minutes of the previous meeting
Accepted as a true record and signed by the vice-chair.

3. Matters arising
Choice Advice: Phylis Selby has been replaced by Yvette Holloway (Transition Advisor (Choice)).
Forum Membership: Liz Jeffries has been replaced by Paul Stathers (St Francis Catholic Primary School)
Ruth Newton has resigned; Sandra Medley (Headteacher, St Georges Church Primary School) has replaced her.
A revised copy of the remit has now been done and was circulated at the meeting. It can also be accessed on the North Somerset Admissions Forum website
<http://www.n-somerset.gov.uk/Education/Schools/Admissions/admissionsforum.htm>

Page 3, Item 7; Tess has drafted a letter and it will be with them at the beginning of September.

Page 3, Item 9; the Admission Number for Glebe Infant School is now 40 after the Governors' objection was upheld by the Schools' Adjudicator

4. In-Year Fair Access Protocols – Sara Griffiths
Changes to the original draft were noted; the right of school's to appeal to the School's Adjudicator if they wish to object to a placement was noted (page 5 - process flowchart).

On page 6, "The Admissions Form has agreed that no school should take more than 2% of any individual year group". SHINS are going to consider this, report their decision to the Primary Heads who will then let the Chair/Vice-Chair know their view.

5. Annual Report
The report was handed out and open to any thoughts on the content/layout etc.

Actual numbers as well as %ages to be reported

Fair Access – note the numbers of cross-border placements and the very good communication that exists between authorities

Item 8i of the Remit: "It is recommended that in future years the Admissions Forum formally considers the proposed School Organisation and admission arrangements (criteria, schemes and admission numbers) before they are presented to the Executive Member for approval".

This proposal was approved

This has implications for the frequency of meetings; key points will be identified in the school year and meetings arranged as necessary.

8ii – In-Year admissions – start date

Headteacher representatives to consult colleagues about maximum time between an offer being made and a pupil starting school; recommendation at the next meeting?

It was accepted that some flexibility was needed for Service families; neighbouring authority has applied this discretion to families of Clergy.

6. Update of any replies to North Somerset's proposed Admission Policies and schemes – 2008/09 school year
Executive Summary – Appendix A, Section C – highlights the new criteria for siblings of rural & non-rural schools.
7. Update of any replies to proposed VA schools' Admission Policies and schemes – 2008/9 school year
An appeal has gone to the adjudicator regarding the boundaries of the new school in Portishead, Trinity – the governors will be adopting the parish boundary rather than the current civil boundary.
8. Update to proposed 6th Form policies
There is a significant change (item 8). The responsibility of setting 6th Form policies will be delegated to the schools themselves. This has been approved by the executive member, so from 09/10 schools will be responsible for consulting on their own policies – failure to do so will result in a school having to accept all applications.
9. Update of allocations 2006-2007 (In-year and 2007/08 bulk requests)
Reports were presented to the forum
10. Choice Advice
Yvette Holloway Information Officer/Transition Advisor. Yvette works full-time within the Children and Young People's Information Service; her role of Transition Advisor is funded for one day a week across North Somerset. It is a government initiative aimed at supporting parents, who may have difficulties engaging with and navigating the admissions system and helping them with the process involved in applying for a secondary place for their child.

Yvette explained that since taking up the post at the end of April she is in the process of visiting all the schools in North Somerset to make them aware of the role and CIS in general. Yvette is hoping to attend all of the secondary schools open evenings and so far has had a good response from schools. The team have visited approx 2/3rds of the schools so far and hope to have visited them all by the end of the summer term.

Yvette has been meeting with Parent Support Advisors and learning mentors. It is thought a lot of referrals will be made by PSAs and learning mentors. Yvette will be working to support them to support parents in making an application for a secondary school place for their child.

The team are anticipating to be busy in September/October when applications start for the following year.

11. Parents Guide 08/09
Tess thanked Sally & the Admissions Team for the guides
12. A.O.B

As of September 07, Foundation Schools will be responsible for their own admissions policy. The forum remit will be amended at the next meeting to incorporate representatives of foundation schools.

13. Date of next meeting

Monday 1st October 07, 10:00am @ Four Oaks, Nailsea

Remit of the North Somerset Admissions Forum as agreed by the North Somerset Admissions forum on 1st October 2007

1. Section 85A of the School Standards and Framework Act 1998 requires all local authorities to establish an Admission Forum. Admission Forums provide a vehicle for admission authorities and other key interested parties to discuss the effectiveness of local admission arrangements, consider how to deal with difficult admission issues and advise all admission authorities (the LA and VA schools) on ways in which their arrangements can be improved.
2. Admission authorities of all maintained schools and Academies must have regard to any advice from the Forum in the exercise of their functions. The Forum has a key role to play in ensuring a fair admissions system that promotes social equity. The North Somerset Admissions Forum will:
 - a) consider existing and proposed admission arrangements for all North Somerset's schools – *the LA will seek approval from the Admissions Forum annually in term 1 to consult on draft admission arrangements for its community and VC schools;*
 - b) consider and provide advice on the effectiveness of the proposed co-ordinated admission scheme for this area – *the LA will seek approval from the Admissions Forum annually in term 1 to consult on draft co-ordinated schemes;*
 - c) assess how well the admission arrangements serve the interests of local parents and children collectively, and try to promote agreement on admissions issues – *the Admission Forum will review the admission arrangements of all Admission Authorities in North Somerset (the LA and all VA schools) in term 3 annually to ensure that they serve the interests of local parents and meet the requirements of the Code of Practice and other legislation;*
 - d) consider how admission processes might be improved and monitor how admissions relate to published admission numbers – *the Forum will consider a report from the LA annually in term 5/6 comparing final allocation numbers with published arrangements;*
 - e) refer an objection to the Schools Adjudicator where it identifies policy, practice or over-subscription criteria that may be unfair or that does not comply with the mandatory provisions of the Code – *if Admission Authorities (AAs) do not have regard to the requirements of the Code and do not follow the advice of the Forum without reasonable explanation, the Forum has a duty to refer its objections to the School Adjudicator within 6 weeks of the AA setting its arrangements;*
 - f) review the comprehensiveness and accessibility of guidance for parents and the composite Parent's guides and web site produced by the local authority – *a sub-group will review the information available to parents annually in term 5, and the effectiveness of Choice Advice to parents provided by the local authority– a sub-group will review the advice given to parents annually in term 5.*

g) agree, promote and monitor protocols for potentially vulnerable children, including those previously excluded from school, those who have special educational needs, those with disabilities, those who are looked after and those other children who are hard to place or arrive in the area outside the normal admissions round – *this will be a standing item for each meeting.*

3. The Education and Inspections Act 2006 amends the School Standards and Framework Act 1998 to give Admission Forums an important power to publish a report on how well admission arrangements are working locally, including whether admission arrangements are working fairly for all members of the community. *In preparing North Somerset's report the Forum will also consider the effect that our arrangements are having on ethnic and social segregation and the admission of vulnerable children and whether this changes over time.* The reports will be used as a valuable tool in ensuring an open and fair admission system, and will be of use to the Schools Commissioner in drawing up his two yearly national review of fair access. The Admission Forum (England) Regulations 2002 as amended by the Admission Forum (England) (Amendment) Regulations 2006 set out what these reports must cover. The Forum should produce a report on an annual basis.

Membership

4. The core membership of Admission Forums is set out in 2002 207 regulations and is shown in the table below: The numbers of representatives recommended by the LA are shown in ().

Members nominated by	Number
Local authority – any representative of the authority	1 to 5 (5 – including LA officers)
Schools – community and voluntary controlled	1 to 3 (3)
Schools - foundation	1 to 3 (2)
Schools – voluntary aided	1 to 3 (3)
Diocesan Board of Church of England representatives	1 to 3 (2)
Roman Catholic Diocese representatives	1 to 3 (2)
Parent Governor representatives	1 to 3 (2)
Representatives of the local authority	Up to 3 (3)
Academies	1 per Academy (N/A)
City Technology Colleges	1 per City Technology College (N/A)

In addition to the above, all maintained schools, except Special Schools, in the LA area should nominate a member provided they are already represented in the Core Membership. These individuals are known as 'school members'.

Within this statutory framework the local authority is **required** to decide the overall size of the forum. However Core Members of the Forum may ask the local authority to appoint anyone **it** considers to represent significant interests in the local community. In accordance with the Code the Forum must **invite** a UK service representative or representatives of other significant concentrations of Crown servants (e.g. GCHQ personnel) **to** join.

5. The North Somerset Admission Forum should include representatives of neighbouring local authorities. These representatives are in addition to those of the home local authority. *Our neighbouring LAs are invited members of this Forum.*

6. The Regulations require that each representative of a school should be a head teacher, or a governor (other than one appointed to the school by the local authority who is also a member of the authority). *Locally the Forum has agreed that when a Forum member is unable to attend a meeting they can send a substitute for that meeting. The voting rights of substitutes will be determined by the Forum at the commencement of each relevant meeting.*
7. North Somerset's forum will include appointing representatives from faith groups other than the Church of England and Catholic Church and ethnic minority groups. *Representatives of the Methodist Church and the Somerset Racial Equality Council are invited members of this Forum.*
8. If the Forum considers that it would be useful to appoint additional members to represent the interests of any section of the local community it may ask the local authority to appoint such members. The Forum may invite other key groups or bodies to attend meetings of the forum on an ad hoc basis if they have an interest in the topic being discussed. It may therefore wish to consider whether additional representatives of special educational needs or disability organisations, early years or other groups should also be invited to become members for the meetings in which they are likely to have a key interest.
9. Where there is a particular issue that needs investigation and more detailed consideration, it is good practice to create a working group (which does not need to consist of Forum members) to carry out this work and report-back to the Forum. This could be a group drawn from the Forum, a group of local authority officials acting on behalf of the forum, or a mixture of officials and Forum members.

Tenure

10. Core members of the forum will be appointed for a period not exceeding 4 years, after which they are eligible for reappointment. Other members of the forum are appointed on the terms determined by the core members, including whether or not they are to be eligible for reappointment at the end of their term. It is good practice for the membership of the Forum to be reviewed in September each year.
11. North Somerset Council encourages the establishment of sub-committees to help the Forum in the performance of its functions. Separate sub-committees should consider issues before bringing them back to the main Forum for discussion.

Procedure for meetings and appointment of officers

12. Regulations require Forums to meet at least twice a year, but the procedure for the meetings is to be regulated by the core members themselves. All members of the Forum will be given at least 7 working days notice of the date of the meeting and to be given any documents relevant to that meeting 7 days in advance. While all schools in an area are members of their Forum, it is not necessary for them to actively take part in all the work of the Forum and attend all its meetings. The core members should think carefully about how to structure their work in future and the extent to which it needs to be dealt with by committees or on a phase basis. The Forum should strive to ensure that the views of all members of the Forum are properly represented.
13. The form should appoint a Chair and Vice Chair, who may or may not be members of the Forum, and a Secretary to convene its meetings.

14. Only Core Members can vote on procedural changes. All other members (Core Members, School Members and invited Members) can vote at Forum Meetings.

Promulgating advice and making objections

15. The North Somerset Admission Forum should seek to achieve a consensus among the whole membership rather than secure a majority opinion and should only promulgate advice that represents the agreed views of the Forum as a whole. However where the Forum votes on a proposal to make an objection to the Schools Adjudicator in order for the objection to be made the proposal must be approved by all members (not just Core Members) voting.

16. The local authority will publish the Forum's advice on the school admissions section of their website and send copies to all admission authorities in the area. The advice will also be included in the composite prospectus published by the local authority each year for parents.

17. A revised membership is attached to this document as appendix 1.

18. This remit will be renewed annually in term 1.

North Somerset School Admission Forum

Membership

Proposed membership from 1 March 2007 onwards

Core Members

Term of Office

Local Authority

Councillor Anne Kemp	*
School Admissions Manager currently Sally Varley	01.03.07 – 28.02.11
Principal Education Welfare Officer currently Sara Griffiths,	01.03.07 – 28.02.11
School Organisation Officer currently Richard Baker	01.03.07 – 28.02.11
Governor Support Manager currently vacant	01.03.07 – 28.02.11

* Term of office to mirror political term of office

Schools

Community/VC

Julie Fox – Heron's Moor Community Primary School	01.12.04 – 01.12.08
John Wells – Clevedon Secondary School; Vice-Chair	01.12.04 – 01.12.08
Vacancy – Hans to nominate	01.03.07 – 01.03.11

Schools

V.A.

Gillian Quick – Worlebury St. Paul's CEVA First School	01.12.04 – 01.12.08
Paul Stathers – St Francis VA Primary	01.03.07 – 01.03.11
Liz Jeffery, St. Joseph's Catholic Primary School	01.12.04 – 01.12.08

Diocese of Bath and Wells

Tess Robinson (Diocesan Officer) Chair	01.12.04 – 01.12.08
Vacancy	

Diocese of Clifton

David Byrne (Clifton Catholic Commission)	01.12.04 – 01.12.08
Vacancy	

Methodist Church

Eufron Parry	01.03.07 – 01.03.11
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Somerset Racial Equality Council

Elvis Idon-Johnson	01.03.07 – 01.03.11
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<u>Parent Governor Representatives</u>	John Brock - Broadoak Mathematics & Computing College Primary – Vacant	01.03.07 – 01.03.11 01.03.07 – 01.03.11
<u>Representatives of the Local Community</u>	David Gradwell – Supportive Parents for Special Children Jenny Moss – Headteacher, Westhaven School Caroline Glossop - Parent	13.10.03 – 13.10.07 13.10.03 – 13.10.07
<u>Representatives of other Local Authorities</u>	Jane Penrose (Bristol) Nick Lacey (B&NES) Tim Pollock (Somerset)	01.03.07 – 01.03.11 01.03.07 – 01.03.11 01.03.07 – 01.03.11

Other Members

Sheila French - CYPS representing Children's Social Services
Pam Kelly – Early Years Team
Jeremy Watt – Childrens Education Advisory Service, (UK Service representative)

School Members

Headteachers and Governors of all North Somerset maintained primary, infant, first, junior and secondary schools.

Sub Groups

- Membership to be agreed

- Admission Arrangements Review Group
- Guidance to Parents Group
- Annual Report Group