



Admissions Forum

Monday 12th February 10.00am - Four Oaks

Present

Tess Robinson	Diocese of Bath and Wells
Julie Fox	Headteacher, Herons' Moor Community School
John Wells	Headteacher, Clevedon Community School
Jeremy Blatchford	Councillor, North Somerset Council
Jane Penrose	Bristol City Council
Nick Lacey	Bath & North East Somerset
Sally Varley	North Somerset School Admissions
Bill McEntee	North Somerset School Admissions
David Byrne	Clifton Diocese
Eurfron Parry	Methodist New Schools Officer
Sara Griffiths	North Somerset Council
Lis Jeffery	St Joseph's Catholic Primary
Terri Knowlton	North Somerset SEN
David Gradwell	

Item	Issue	Action
1.	<p>Apologies & Introductions Mike Tedstone, Pam Kelly, Elvis Johnson, Gillian Quick, Richard Baker, Chris Mayer, Jane Routledge, Jenny Moss, Tim Pollock.</p> <p>Tess Robinson welcomed everyone to the meeting and informed the Forum that Ruth Newton, Headteacher at St John's, has asked to stand down.</p>	
2.	<p>Minutes of the previous meeting</p> <p>Page 1 – Amend to read 'Herons' Moor Community Primary School'</p> <p>Phylis Selby has resigned her appointment as Choice Adviser for NSC having taken up another post within the Directorate. Post has been re-advertised and interviews will take place in March 2007.</p>	
3.	<p>Matters arising Additional representatives have been appointed to the Admission Forum:</p>	

	<p>Trevor Bailey, Headteacher - Worle Community School – Community School Representative</p> <p>Elvis Johnson, Somerset Racial Equality Group</p> <p>Minutes accepted. Signed by Tess Robinson (Vice Chair).</p>	
4.	<p>In-Year Fair Access Protocols (previously known as Unplaced Children): Update</p> <p>Sara Griffiths asked for guidance on what type of information is required. Sara Griffiths will prepare a detailed report for next meeting (a copy of which will be emailed to members prior to meetings).</p> <p>Complex placement system is not being used very much by schools. It would appear schools are managing in a different way.</p> <p>There has been 11 exclusions (secondary age) so far this year.</p> <p>Sara Griffiths to raise awareness of protocol with schools.</p>	Sara Griffiths/Terri Knowlton to discuss
5.	<p>Remit of the Admissions Forum</p> <p>Wording on page 2 of Remit to be amended to read <i>In addition to the above, all maintained schools, except Special Schools, in the LA area should nominate a member provided they are NOT already represented in the Core Membership. These individuals are known as 'school members'.</i></p> <p>A sub group is required re Fair Access protocol and prepare a report (Term 5/6) which needs to be produced annually and give feedback to forum. Bill McEntee and Tess Robinson.</p> <p>Volunteers are also required to look at information from Admissions Team re Parent Guides before guides go to print. David Gradwell.</p> <p>Acceptance of Remit of the Admissions Forum agreed.</p>	
6.	<p>Responses to North Somerset's proposed Admission Policies and Schemes – 2008/9 school year</p> <p>Bill McEntee said no responses had been received to the North Somerset consultation documents sent out in January.</p> <p>With regard to Sibling link criteria – this has been kept in but will apply only to 'rural' schools.</p> <p>At the last meeting it was proposed a move to equal preference</p>	

	<p>system. After a debate by Parliament 'equal preference' system was made compulsory.</p> <p>Proposals in their current form accepted in principal assuming no other comments are received.</p>	
7.	<p>Responses to proposed VA Schools' Admission Policies and Schemes – 2008/9 school year</p> <p>Minutes of meeting held on 2nd February were circulated at meeting. Tess gave background on the reasons for the meeting. Amendments to be made are as follows:</p> <p>Amend St John's to read St Josephs RC Primary Page 3 – St Marks – change wording from add to delete</p> <p>Jane Penrose suggested we come up with a supplementary form. Tess Robinson is in touch with National Society Guidance to establish clear and simple criteria. Tess Robinson to update Forum at next meeting.</p>	
8.	<p>Responses to proposed 6th Form policies</p> <p>1 response had been received from Gordano School clarifying their admission numbers.</p>	
9.	<p>Update of allocations 2006-2007 In-Year and 2007/8 bulk requests</p> <p>Bill McEntee advised members that the Forum is now required to monitor admission of pupils over admission numbers. Out of 88 primary school applicants, 3 pupils were admitted over number – and out of 102 Secondary applicants 22 were admitted over number.</p> <p>Bulk Admissions A confidential list of secondary school allocations to date for September 2007 intake was circulated at meeting. 97% of secondary school applicants have been allocated their 1st preference, and 92% for primary school applicants. Infant/Junior 100%.</p> <p>The recent press article surrounding allocation of school places at Glebe was briefly discussed and Sally Varley gave explanation as to why 3 children had been refused places at the school.</p>	<p>BM to provide updated figures at future Forum meetings</p>
10.	<p>a) Entry on school roll</p>	

	<p>b) Admission Forum Discussion – Co-ordinated In-Year admission processes</p> <p>North Somerset operate a system whereby if a school has 5 or more places available they are able to deal directly with an application for a school place. The forum felt this system worked well and agreed for this practice to continue.</p> <p>The Headteachers present agreed to discuss with their colleagues an appropriate start date for pupils when allocated school places, whilst normally this would be within 5 days of the date of the letter it may in some occasions be more appropriate for the start date to be at the beginning of a new term. Once guidance is received the School Admissions will determine a working protocol to action the agreed arrangements.</p>	JW/LJ/JF
11.	<p>Any other business</p> <p>Fair Access Roadshow event is to be held on 21st March 2007, Exeter- Sally Varley/Tess Robinson/David Gradwell to attend.</p> <p>Nursery admissions to be included in future Admission Forums.</p>	Susan Hardman to reserve places
12.	<p>Date of next meeting: Tuesday 19th June 2007 10.00am at Four Oaks Nailsea</p>	

Meeting closed 11.40am

S Hardman
12.2.07