



## North Somerset Admissions Forum

27th April, 2009,

Four Oaks, Nailsea

Present:

Tess Robinson	Diocese of Bath and Wells
Bill McEntee	NSC School Admissions Team
Graham Silverthorne	Foundation Schools
Jan Harper-Shea	NSC Education Welfare Service
David Gradwell	Community Rep, SEN
Anne Kemp	NSC Councillor
Eufron Parry	Methodist Church
Sally Varley	NSC School Organisation
Tony Pearle	NSC School Organisation
Anne-Marie Heath	NSC Choice Advisor
Julie Fox	Community Primary Schools
Chris Hustwick	NSC Governor Services
Caroline Hostein	Catholic VA Schools

### 1. Apologies

Liz Tunnard, Sue Calvert, Gillian Quick, Jenny Moss, Tim Pollock, Dan Backler (resigned).

### 2. Minutes of the previous meeting

The minutes of the meeting held on 9<sup>th</sup> March, 2009 were confirmed as a correct record.

### 3. Actions and Matters arising from the minutes

None.

#### 4. Consideration of Admission Policies for all Admission Authorities

Changes in the 2010 admissions policy for North Somerset Community Schools include:

- creating a first geographical area for Broadoak Secondary School,
- including a criterion allowing for sibling links in rural schools where the preferred school is not the nearest school,
- School Admissions Team keeping the waiting list for schools until the end of Term 1

(The meaning of “Term 1” used here indicates the September to October term).

Due to a typing error West Leigh Infant School was not listed in the authority’s 2010 admissions policy, this will be added back in to the policy as it was present in all proposals.

The statement within the policies concerning the withdrawing of places may have to be reconsidered. The reference within the Year 12 intake policy to the coordinated scheme may need to be amended.

All the policies have been set by the legal time scales and notification has been put into the local newspapers.

#### 5. Update on Admissions Policies 2010

Own admission authority representatives (not the Local Authority either directly or on their behalf) must report their arrangements to the admission forum (in line with the code) in order that the forum can scrutinize policies in accordance with their statutory duty.

Investigation will be conducted into Burrington C of E Primary School and Trinity Anglican Methodist Primary School’s policies which use walking distance as a criterion rather than straight line distance – **ACTION BILL McENTEE**

Bill McEntee took the Forum through schools’ admission policies and highlighted required (minor) amendments. It was decided that these could be corrected although in some instances, governors may need to apply for a variation to the Adjudicator. **Tess and Bill** are to consult with C of E Schools over their individual policies, and Bill will consult with Foundation and Catholic Schools to ensure that policies were legally compliant - **ACTION**

**Bill is to consult with Graham and Tess** with reference to Churchill Secondary School’s admissions policy, as necessary – **ACTION**

The Forum would like changes to future admissions policies highlighted and handed out in advance of the meetings, by the relevant representatives – **ACTION TONY PEARLE.**

## 6. In-Year Fair Access Protocols and Permanent Exclusions and Managed Transfers

Jan Harper-Shea took the members through this item. It was clarified that “Negotiated Transfers – Registered” referred to the transfer from a pupil’s previous school where they were still registered, and “Negotiated Transfers – Guest” referred to the transfer to the pupil’s new school until they were formally registered there.

Nailsea Secondary School currently shows the most exclusions, total count of three, two of which are appealing.

Primary Schools have avoided approximately 4 exclusions due to the rapid response meetings arranging negotiated transfers.

The Forum requested that they have Fair Access Protocol statistics over a set time period in order to see any trends. **Jan Harper-Shea** will supply year to date information for the September meeting, together with historical data – **ACTION**

Broadoak School are not taking in negotiated transfers, although all schools should do.

## 7. Admissions Forum Report

The report has been completed and sent to the adjudicator and all schools. The recommendations of the report need to be carried out. Individual Forum Members agreed to report back to the Forum on the progress of the recommendations of the report as follows:

- **Birdwell Project – Tony Pearle**
- **Churchill and Broadoak first geographical areas - Completed**
- **Contact Kingston Seymour’s Parish Council – Bill McEntee**
- **Promote On-line Admissions – Bill McEntee, Anne-Marie Heath**
- **Free School Meals and Appeals – Bill McEntee, Jan Harper-Shea**
- **Ethnic Groups, applications and allocations – Jan Harper-Shea, Bill McEntee**
- **Disability policies – Terri Knowlton, Julie Fox, Jan Harper-Shea**
- **Fair Access Protocol – Jan Harper-Shea**
- **Promote awareness of admission application closing dates – Anne-Marie Heath**

- **Admission arrangements for special groups of children – Jan Harper-Shea**
- **St Katherine’s exclusions – Jan Harper-Shea**
- **Choice Advice Evaluation – Anne-Marie Heath**

8. Sub Group to review comprehensiveness and accessibility of guidance for parents and the composite parent’s guides, together with web site content (part of Forum Remit)

- **David Gradwell** will review the Starting School and Transfer to Secondary School guides
- **Chris Hustwick** will review the Changing School and Infant/Junior transfer guides
- **Eufon Parry, Anne-Marie Heath, and Jan Harper-Shea** will look at the admissions website.

Any comments should be forwarded to Bill McEntee within the next two weeks if possible.

9. Sub Group to review effectiveness of Choice Advice to parents (part of Forum remit)

Schools without Parent Support Advisors will be targeted, specifically with a Primary to Secondary focus.

10. Forum Membership

The Admission Forum membership was confirmed, Dan Backler has now resigned. There are now four vacancies:

- Primary Community Parent representative - **ACTION TONY PEARLE**
- Primary Governor - **ACTION CHRIS HUSTWICK**
- Secondary Governor - **ACTION CHRIS HUSTWICK**
- VC Primary Headteacher - **TESS ROBINSON**

**Tess Robinson will e-mail the VCs on database.**

Tony will send a letter to Caroline, parent representative to confirm if she wishes to remain on the Forum.

A letter will be sent out to any member who do not attend, or send their apologies to three meetings or more in succession.

## 11. Update on School Reviews

### Yeo Moor Schools - Amalgamation

The statutory notice has been issued to join the two schools.

### Congresbury Schools

Glebe Infant School and St Andrew's Junior School will become a primary school on the 1<sup>st</sup> September 2009. Pupils are giving input into the new uniform and new name of the school. Attendance has improved and school morale is high.

### St Barnabas

The Council's Executive met on 21<sup>st</sup> April and approved the closure of St Barnabas C of E Primary School which is subject to call in by the 1<sup>st</sup> May 2009. There were no on-time objections; however there were three late objections and a petition which were reported to and taken in consideration by the Council's Executive.

Letters have gone out to all the parents of St Barnabas pupils inviting them to make their alternative preferences.

Children will be dual registered, allowing them to be registered at one school but to attend St Barnabas for the remainder of the school year.

### Worlebury St Pauls

The Council's Executive approved the expansion and extension to provide all-through primary education via a phased retention of pupils from September 2010. There have been some objections to the expansion of Worlebury School to a Primary school; however these are of a planning nature, and will therefore be considered in the planning application.

### Long Ashton Schools

Birdwell School is being considered for an expansion, to increase school places. Should the proposal be approved by the Admission Forum, the Scrutiny Panel, and the Executive Member for CYPS, consultation will start in September 2009, with changes due in September 2011.

### Yatton Schools

There may be an increase in demand for school places; investigation is being done into whether any organisational changes would be appropriate.

12. AOB

None.

Next Meeting June 15<sup>th</sup> 2009 at The Campus, Weston-super-Mare