



Admissions Forum

9th November 2009, 9:30am, The Campus

Present

Sally Varley	NSC School Organisation & Access
Bill McEntee	NSC School Admissions & Transport
Tony Pearle	NSC School Organisation
Mike Newman	NSC School Admissions & Transport
Tess Robinson	Diocese of Bath & Wells
Fola Kudehinbu	Somerset Racial Equality Council
John Wells	Community Secondary Representative
Chris Hustwick	NSC Governor Services
Anne-Marie Heath	NSC Choice Advice
Jan Harper-Shea	NSC ALL Learning Support (North)

Apologies

Trevor Bailey, David Gradwell, Ian Bell, Caroline Hostein, Graham Silverthorne, Terri Knowlton, Gillian Quick, Cllr A Kemp, Julie Fox

Minutes of the previous meeting

The minutes of the meeting held on 15th September, 2009 were agreed as a correct record.

Matters arising

- Tess has written a letter of appreciation to St Barnabas.
- St George's admissions policy will be changed for 2011/12 intake.
- Bill has checked and amended dates to admission policies as necessary.
- Bill, Jan, Anne-Marie and Fola have met to discuss issues surrounding minority ethnic groups not applying on time and being less likely to obtain a place at their preferred school, this is ongoing.
- Jan has discussed Accessibility Plans and Disability Equality Schemes with Terri and is waiting to hear back.
- The official opening of St Andrews Primary will be on St Andrews day, on the 30th November.
- Tony has investigated mileage rates.

4. Review of Core Membership

Due to a lack of Core Members being in attendance, the meeting was not quorate, so the responsibility for decision making was delegated to the Chair. In order to prevent this happening in the future it is a priority to fill the remaining vacancies.

To address this the following action was agreed;

- Tess will try to arrange a VC rep. – **ACTION TR**
- Ian McNiff will be asked if he can delegate his position on the forum.- **ACTION TP**
- Possibility of reviewing core membership and the ability of members to regularly attend meetings – **ACTION TP**

5. Proposals to expand Birdwell Primary School

93% of the responses received were in favour of the expansion from a 210 to a 315 place school. Pupils were concerned about the unknowns but were in favour of being close to friends, staff and family. The head teacher is in favour of the expansion.

It is worrying that there is a 10% surplus of places, but the demand for the expansion is there.

The LA is looking at providing an extra temporary classroom from September to satisfy demand. The expansion will be funded from PCP, S106 and Basic Need.

Permission was given from Chair to continue, and forum were happy to support the expansion.

6. Proposals to expand Trinity Anglican Methodist Church, Portishead School Organisation will be taking a report to the Scrutiny Working Group, CYPS Scrutiny & Policy Panel, to the council's Executive.

It was made clear that St Barnabas was closed on education grounds at the request of the governors and more places are needed in Portishead even if St Barnabas had stayed open.

The Chair with backing from the attending members supported the proposal to go out for consultation for expansion in September 2011, with the use of temporary classrooms in September 2010.

7. Update on the provision of education in the communities of Winford and Felton

There have been no responses to Consultation Stage 2. The executive decision will be on the 15th December. In the meantime, and on the assumption of progressing the closure will be speaking informally to parents to ascertain where parents/carers might wish to place their children.

8. In-Year Fair Access Protocol

Education welfare drafted the protocol; it needs to be updated to reflect the change to locality teams.

There were no data sheets due to staff sickness, however in Term 1 there was one exclusion from primary school (stated), and one exclusion from secondary. In term one of last year only one child was excluded. There as been one negotiated transfer from Priory to Worle.

9. Fair Access Protocols – Comparative Data Requirements

There are still concerns that data isn't being recorded correctly. This is needed as the intention is to share transfers across all schools, not just to schools with spaces. Jan has

started the process to set the database up to record this information. Bill has met with Medina Bishop who has emailed a revised procedure for her staff of how things should be recorded.

From September 2010 all admissions (including in-year admissions) should come through the Admission Team, therefore they may be able to take over all admissions and record negotiated transfers.

10. New Fair Access Protocol

Bill updated the forum on changes. There was a concern over the amount of time a child could be out of school in accordance with the protocol, especially as there is a difficulty in identifying fair access children when using a common application form. Consideration needs to be given that the LA provide tuition, EOTAS consideration or similar.

11. New Intake Admission policies and schemes 2011/12 (in year scheme 2010/11)

The DCSF has confirmed that waiting lists need to be kept until the end of the autumn term, which is the end of Term 2.

The closing date for Reception and Junior places for 2011/12 will be 15th January 2011 and the offer date will be 26th April 2011.

The LA will be a one stop shop for all applications including In Years. St Josephs still want supporting religious information to go directly to them, however the policy for catholic schools will be forwarded to Bill, and any issues may be taken to the adjudicator. The Forum's view is that St Joseph's need to be compatible with the scheme and that the Chair of the Forum should write to St Josephs. – **ACTION TESS ROBINSON**

It was decided that trade unions, neighbouring admissions forums, Supportive Parents, the Governors Forum, Partnership and Education Group and travellers groups should be added to the consultation list for the 2011/12 policies. The Early Years partnership will be consulted rather than the individual groups. If time permits Bill will create a consultation group for each own admission authority school.

The national offer date for secondary applications will be 1st March; LA's will share information on the 7th January.

Permission was given for Bill to make changes to the policies and schemes as necessary.

12. Update on new Weston Shared Area

The proposal is for Weston to have four individual first areas rather than a shared area. IT has identified the four areas by route to the nearest school. They are currently looking at the numbers in each area to see if they are in line with the admission numbers. They are basing this on numbers for the past six years.

Areas would need to be reconsidered if the situation changed, for instance if Wyvern attained Academy status their admission number may increase, and if an extra school was built due to the increase in new housing then a fifth area would need to be created.

The Weston secondary heads and the head at Churchill have been consulted and agree in principle but want more information. Information could be shared with the WASPs cluster.

Transitional arrangements for sibling links may be challenging but are not considered insurmountable.

The Forum has approved continuing the exercise and to change accordingly, however they expressed concerns that it may look like the first geographical areas are changing just to suit the LA's needs.

13. St Katherine's/Nailsea areas

It was proposed that the shared area for St Katherine's and Nailsea be added to Nailsea's first geographical area. The head teacher at St Katherine's was consulted and supported the change. Permission was given by the Forum to continue with this.

14. Update on 2010-11 new intake arrangements and 2009-10 In-Year policy

Amendments were mainly made for clarification -waiting lists; definition of siblings; If a child doesn't start school in the specified time, the place will be withdrawn and other changes.

15. AOB

None

16. Meeting dates

All 9:30-12:30

Thurs 14 th Jan 2010	Four Oaks
Fri 5 th March 2010	Kenn Room, Town Hall
Mon 26 th Apr 2010	The Campus
Mon 14 th Jun 2010	Four Oaks