



Admissions Forum

Tuesday 15th September, 9:30-12:30

Present

Tony Pearle	NSC School Organisation
Gillian Quick	VA Primary Representative
Caroline Hostein	RC Primary Representative
Jack Dagnall	Secondary School Representative
Jan Harper-Shea	NSC, ALL Learning Support (North)
Julie Fox	Primary Community Representative)
Tess Robinson	Diocese of Bath and Wells
John Wells	Community Secondary Representative
Fola Kudehinbu	SREC-NS
Anne Kemp	NSC Councillor
David Gradwell	SEN Representative
Trevor Bailey	Trust Schools Representative
Chris Hustwick	NSC Governor Services
Anne-Marie Heath	NSC Choice Advice
Mike Newman	NSC School Admissions and Transport
Bill McEntee	NSC School Admissions Policy

1. Election of Chair and Vice Chair

Tess Robinson was elected as Chair, and Councillor Anne Kemp was elected as Vice Chair.

2. Apologies

Sally Varley, Graham Silverthorne, Terri Knowlton, Liz Tunnard, Eufron Parry

3. Silence and remembrance of Elvis Idan Johnson

Observed

4. Minutes of the previous meeting held 13th July 2009

Agreed

5. Matters arising

Letter of appreciation to St Barnabas wasn't written due to Tess being ill, agreed that one would be sent.

6. Annual review of Forum Remit and Membership for 2009/10

As of February 2009 the remit of the School Admission Forum changed as a result of guidance from the DCSF. Tony has now updated the documentation. The main change is

that the core membership is now limited to 20 members. There are still some current vacancies which Tony Pearle and Chris Hustwick are working on filling.

Jack Dagnall expressed concern that members were not receiving all enclosures for the meetings by the stated time of seven days. It was explained that this was because of workloads and staff shortages at the present time. Officers would, however, strive to ensure that papers were sent within timescales.

David Gradwell suggested including the names and roles of all members to appendix one (Forum Membership) which, together with the revised Remit, would be posted on the council's website.

7. In accordance with the Admissions Forum's remit, to seek approval from the Admission Forum's remit, to seek approval from the Admissions Forum (annually in term 1) to consult on draft admission arrangements for its community and VC schools.

Bill McEntee reported that the Schools Adjudicator had contacted St Georges School to indicate that part of their admissions policy for 2010 was unclear. BM was seeking further advice from the adjudicator since this may affect all schools' policies. If necessary, 2011/12 policies will be amended to make them clearer.

Appendix one: New intake (2011/12)

Bill took the members through this item highlighting the changes from last year. The main change was that admission arrangements will now be coordinated across LA boundaries for primary schools, as already being done for secondary schools.

Appendix four: In Year (2010/11)

The In Year admissions will be coordinated for 2010/11.

Appendix seven: Sixth form arrangements (2011/12)

There will no longer be a coordinated scheme for sixth form admissions.

Approval was given to amend the policies as necessary.

8. In accordance with the Admission Forum's remit, to seek approval from the Admission Forum (annually in term 1) to consult on draft co-ordinated schemes.

Bill took the members through these items; the main changes were as follows:

Appendix two: Coordinated Admission Scheme for new intake admission to Reception Year at Infant, First, Primary and for new intake admission to Junior Schools for 2010/2011 and 2011/12.

The national date is now the last day to **submit** an application, rather than a closing date. This has implications of how to prove when the application was submitted if they are received after the national date of midnight on the 15th January. If submitting by post, proof of postage may be needed in order to treat the application as on-time. The DCSF have said it is up to the LA how to prove on-time applications. Please forward any ideas on this matter to Bill McEntee.

The national deadline to submit an application will be 15th January 2011. The LA normally sets the closing date in October, therefore the national date set three months later has huge implications, especially with reference to processing applications, setting appeal hearings, and allowing time for schools to set their budgets.

Appendix eight: In Year Coordinated Admission Scheme for 2010/11 and 2011/12

The DCSF has advised that schools should no longer hold waiting lists and the council should be a one stop shop for all in year admissions. This means that all applications should come to the LA even when applying to own admission authority schools. The LA will pass on applications to the own admission authority schools who in turn must pass the applications back to the LA when the decision has been reached.

Tess has been advised by the DCSF that in year applications must be processed within ten working days (19 days for cross border applications) and therefore own admission authority schools would need to convene their governors even in the summer holidays if necessary.

(New intake admissions –Yr R and Year 7 waiting lists should be kept up until the last day of term 1).

Appendix three: Co-ordinated Admission Scheme to Secondary School 2011/12.

The closing time and date for applications to be submitted for consideration in the first round of allocations is midnight on 31 October 2010. Where on-time applicants change address, the application will be considered from the new address in the first round of allocations, providing independent confirmation of the new address is received before the closing time and date.

Action- Bill to check date of February 17th in 4a and confirm if it requires amendment.

Permission was given to amend the schemes as necessary after meeting with other local authorities.

9. Forum Report – feedback from Forum members previously nominated to undertake action points.

- The on-line admission service is being actively promoted.
- Investigation into minority ethnic groups not applying on time is continuing, Bill, Jan and Fola are meeting to progress this further.

Action- Bill, Jan and Fola to meet. Discuss as an agenda item Nov/Jan.

- Jan is looking further into whether schools have effective accessibility plans and Disability Equality Schemes.

Action-Jan to discuss with Terri.

- There is still concern over the fair access protocols and the data resulting from them. In year fair access protocol will be added to the new head teacher induction.
- Anne-Marie is helping raise parents' awareness of application dates. National application dates may be promoted nationally on TV.
- LA staff have been reminded that they are able to use private interview rooms should they be needed.
- The LA has sent out the reception children letters for 2010. The Health Authority Data was questionable; therefore Early Years data is being used instead. There

have also been articles in North Somerset Life, posters in doctors' surgeries etc. Tess expressed some concern that all posters were in English.

- Bill is still looking into adding 'how to make the parents' guides better' into the annual survey.
- Choice advice stats showed that 33 families didn't apply that were known (through FSM, School Action, School Action Plus).

10. In Year Fair Access protocols (standing item)

Permanent Exclusions and Managed Transfers (standing items)

Jan took the members through this item. She explained that by the 6th day of exclusion legally children need to back in education. Further information will be added onto the report including where the pupils went to after they had been excluded, and reasons for any delay in getting children back into education.

11. In Year Fair Access protocols – Comparative Data requirements

Concerns were expressed about the information flow between the schools, education welfare officers, and the LA. Jan and John still to meet to discuss this item.

12. Update on school reviews:

St Andrew's Primary opened on the first day of term. Everyone is happy with the short term changes; there are still long term changes to be done. All children attended school in their new purple uniform. A review group meeting is being held on November 13th.

Birdwell is currently in the process of consulting to expand from a 210 school to a 315 school. The consultation period will end in early October, and then a report will be submitted to the Executive. The council will then decide whether or not to progress the scheme (under the Primary Capital Programme). The School is consulting to be a 315 school rather than a 420 place school due to the surplus places that would have been created, and the future implications of this which could result in missing out on future developer contributions. In addition the school hall and play areas are currently only big enough to support a 315 school.

Winford/St Katharine's C of E Primary School Public notices went up on the 3rd September announcing the intent to discontinue St Katharine's School from the 31st August 2010, and to expand Winford on the same date. The building works at Winford won't be completed by then, but new temporary buildings will be placed on site as Winford parents wanted their children to stay onsite. The school is being expanded to a 150 school as the site was not big enough for a 210 school.

Hillside, St Martins, Mendip Green Schools, Weston super Mare It is anticipated that there will be a shortage of primary school places in this area of Weston super Mare. All three schools want to be Primary Schools. A meeting has been organised to discuss how to progress this further, possibly through a federation. The change to all through primary schools would be 2012/13 at the earliest.

Provision of school places in Portishead Due to the lack of school places in Portishead, there is an investigation into expanding either St Josephs or Trinity. Due to the nature of the site at St Josephs it is favoured to expand Trinity, which was designed to be increased from

a 210 to a 420 school. There is a meeting this afternoon to discuss school places in Portishead.

David has expressed concern about car access to both sites at peak times.

13. LA Report

Bill took the members through this item.

14. Worlebury – secondary school geographical area

Following allocations for September 2009 intake for secondary schools Worlebury parents complained that they didn't get their nearest secondary school of Worle. People living closer to Priory were getting into Worle school ahead of Worlebury residents. Worlebury would also be furthest away from the other schools as well. The Worlebury parents walked the route to Wyvern and were very concerned that their children would not be able to do that walk everyday. Therefore Worlebury parents would like Worlebury to be included in the first geographical area for Worle.

Mike explained that there are areas with similar problems in Weston, such as the Birnbeck area, and that the continuing increase of new housing at one end of the town will continue to cause problems. The Forum therefore endorsed that a review of the wider Weston area be undertaken, as it would be unfair just to review Worlebury as the admissions policy should be fair for all.

Bill, Mike and Sally have met the secondary heads at the SHINS meeting and have asked for their input to review the area. Bill and Mike will meet with the Weston Federation Heads.

Investigation into Nailsea and St Katherine's shared area being changed to be included in Nailsea's first geographical area is ongoing, however members believe the Weston review must take priority.

Changes would be included in the 2011 Admissions policy consultation which goes out in Term 2.

Action- Report back in November meeting. Add as a standing agenda item.

15. Parent Guides 2010

The new guides have been produced (and made available to forum members) and comments for improvement next year, please contact Bill McEntee.

16. AOB

St Anne's

St Anne's are increasing from to a 210 place school. They will have Tickenham's mobile classroom, and are looking to eventually re-site behind the Bucket and Spade, once appropriate resources were available.

Traveller children

Councillor Tom Leimdorfer expressed concerns that the admissions policy adversely affected the traveller children living at Moorland Park, who previously chose St Andrews as their first preference. Bill spoke to the Travellers Education Service who said that travellers don't want preferential treatment as this results in discrimination from other families who don't feel this is fair. Depending on which end of the site, the nearest school is either St

Andrew's or St Anne's. Currently neither schools are over-subscribed, however it has been found that if the traveller families don't get their first preference, they are more likely to home educate.

Members decided this was not the right trigger for a change to policies, but to monitor the situation. For information, there are currently 19 traveller children attending St Andrew's and 12 attending St Anne's.

Mileage rates

Jack Dagnall complained that mileage rate for the Admissions Forum is only 10 pence a mile, which doesn't cover petrol. The AA calculation is 40p a mile. Jack suggested that this would act as a deterrent to volunteers offering their services free of charge, but having to subsidise the costs of their journey.

It seems there may be some discrepancies across mileage rates and meetings.

Action-Tony to raise the issue of mileage rates.