

Minutes

Newport Admissions Forum

Date: 22 March 2017

Present: Roman Catholic Diocese (in the Chair)
Service Manager
School Admissions & Appeals Manager
Service Development Manager
Local Community Representative – GEMS
Community Schools Representative
Community Schools Representative
VA Schools Representative

Clerk to the Forum

Apologies: Cabinet Member for Education & Young People
Chief Education Officer
Assistant Head of Education, Resources & Planning (Vice Chair)
Anglican Diocese Monmouth
VA Schools Representative
Local Community Representative – Early Years
Local Community Representative (SEN)
Parent Governor Representative
Looked After Children in Education Representative (Non – Voting)

1. Apologies for absence

Apologies for absence are as noted above.

2. Minutes of meeting held 22 November 2016

The minutes of the meeting held 22 November 2016 were confirmed as a true record.

3. Matters arising

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JL updated the Forum with regards to the sibling school place challenge. A final paper has been prepared for consideration and further research is being undertaken to look into whether anything can be done with the current oversubscription criteria or transport policy.

DW explained that Cardiff City Council's policy currently gives future siblings a higher priority within their oversubscription criteria, however the wider context of this would need to be looked into further.

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JL updated the Forum on the benchmarking exercise, noting that the information was not yet available for sharing due to the All Wales Group receiving a limited response. An appeal has therefore been made for more authorities to submit data and the results will be shared as soon as this is available.

4. Review of membership

LP reported the following updates to the Forum;

Members of the NAP have voted for KB to continue in the role as Community and Voluntary Controlled Schools Representative.

- 2 members are up for re-appointment
 - KD – position as Local Community Representative – Early Years
 - ABD – position as Vice Chair
 - In addition, ABD is leaving the council at the end of this month, creating another vacancy for an LA representative. LJ shall be replacing ABD and it is proposed that LJ is also appointed as the new LA representative.

In relation to the two parent governor vacancies, nominations have been sought and four responses have been received.

The Forum agreed for the parent governor responses to be circulated to the wider group for consideration, along with a request for volunteers for the position of Vice Chair.

Additionally, it was agreed to appoint LJ as the new LA representative and re-appoint KD in the current position.

5. Phase admission update

JL took the Forum through the report, noting the following highlights from the current 2017 secondary school admission position:

- 1538 applications were received by the closing date, 89% of which were made online
- Of the 1479 places that were allocated, 96% were first preferences
- Eight pupils are without an offer but only one of these is a Newport resident
- Refusals have been made at Bassaleg, Newport High and St Julian's schools
- St Joseph's RC High School is also making refusals despite increasing their admission number to allocate an additional 10 places
- 74 applications remain outstanding as at the offer date but 287 places are still available

JL informed the Forum that the school admissions team has taken a number of steps this year to reduce the number of late applications being received, one of which has involved going out to some primary schools and completing assisted applications with parents. Once all rounds are complete, a report will be written to analyse how much of an impact this has had.

PB queried the low number of preferences for the new Welsh medium school. JL explained that this was expected this year due to one of the Welsh medium primary schools having a low number of pupils on roll in year 6 and another not

yet having a year 6 class. The number of preferences expressed for Ysgol Gyfun Gwent Is Coed are expected to rise next year.

Decisions with regards to the 2017 reception admission round are scheduled to be published 31 March 2017.

Decisions with regards to the 2017 nursery admission round are scheduled to be published 5 May 2017.

6. In-year admissions update

LP informed the Forum of the position with regards to the number of in-year transfer applications received during autumn term 2016, noting the following highlights:

- The team are continuing to receive a high volume of in-year applications with 486 applications being received in total for this term, equating to an average receipt of 29 applications per week
- The number of applications received from families moving into the city continues to represent the majority of applications that are received with a total of 61% in autumn 2016 and 55% in autumn 2015
- In addition, 40 in-year appeals were held during this term, 10 of which were successful.

JL noted that the pattern seems to be continuing and this is regularly monitored by the planning of school places group.

MD informed the Forum that GEMS has received approximately 300 referrals from Newport since September.

7. Availability of school places

Members of the Forum were asked to note the content of the availability of school places report:

Total surplus places available at 17 February 2017 were as follows:

- Primary level = 6%
- Secondary level = 11%
- Primary and secondary level combined (excluding secondary faith provision) = 8%

MD thanked JL for the circulation of this report which has proven very helpful with the Sirian relocation project.

PB noted that the provision of data for St Joseph's RC High School would be reconsidered.

8. Planning of school places and pressures update

Deferred until the next meeting.

9. Consultation on admission arrangements

JL advised the Forum of the results of the consultation exercise as illustrated in the report.

Only two proposals were taken forward for amendment in the 2018 School Admissions policy:

- A change to the application process for nursery admissions
- An update to the oversubscription criteria to award priority to vulnerable children placed on the Child Protection Register when recommended by social services where places are available

In total, five responses were received, none of which result in any changes to the policy.

The next step will involve the report to be taken to the Cabinet Member and determined by 15 April 2017. Once this has been concluded the final report will be re circulated to all consultees.

10. Reorganisation programme

DW took the Forum through the school reorganisation programme report, updating members on the current status of the following proposals:

- Pentrepoeth Primary School – due to some delays with building work, the proposal to extend the age range of this school from 4-11 to 3-11 will be implemented on 1 January 2018
- Langstone Primary School – the final decision on the proposal to extend the age range of this school from 4-11 to 3-11 has been approved and will be implemented on 1 September 2017. Applications are already being received and decisions will be issued in accordance with the published admissions timetable
- The amalgamations of both Duffryn Infant and Junior Schools and Milton Infant and Junior Schools have both been approved for implementation on 1 September 2017
- Ysgol Bryn Derw – the proposal to establish a new special school on the former Gaer Infants School site has now been approved and will be implemented on 1 September 2017.
- Jubilee Park Primary School – the establishment of a new primary school in the Bassaleg cluster has been approved and will be implemented on a growing basis from 1 September 2017
- The proposal to amalgamate Malpas Church in Wales Infant and Junior Schools will run until 27 March 2017. No objections have been received to date.

11. AOB

Nothing to report

12. Future meeting dates

AR noted the next meeting date of 20 June as unsuitable and requested an alternative date to be considered and recirculated.

Item	Actions	Responsible officer
2	<ol style="list-style-type: none"> 1. Circulate agreed minutes from 22 November 2016 to all head teachers group 2. Publish agreed minutes from 22 November 2016 to the admissions forum webpage at Newport.gov.uk 	LP LP
4	<ol style="list-style-type: none"> 3. LP to obtain votes from wider Forum group with regards to parent governor vacancies and the Vice Chair position 	LP
12	<ol style="list-style-type: none"> 4. LP to circulate a revised meeting date of Tuesday 27 June 2017 	LP