

Admission Forum Annual Report 2015 - 2016

Admission Authority: Newport City Council

Secretary to the Forum: Education Business Development Officer Contact details: 01633 235236

Address: School Admissions Team, Education Department, Civic Centre, Newport. NP20 4UR

Membership and attendance of the Forum

Name	Position	Time served as Forum Member *	Membership by category (see table below)
1. Roman Catholic Diocese	Chair	Since Dec '08 (re-elected Nov '12)	RC
2. Assistant Head of Education, Resources & Planning	Vice Chair	Since March '07 (Role responsible for Admissions functions)	LA
3. Cabinet Member for Education & Young People	Voting Member	Since June '16	LA
4. Chief Education Officer	Voting Member	Since July '06 (Role responsible for Admissions functions)	LA
5. Service Development Manager	Voting Member	Since Dec '09 (Role responsible for Admissions functions)	LA
6. School Admissions & Appeals Manager	Voting Member	Since Nov '12 (Role responsible for Admissions functions)	LA
7. Anglican Diocese Monmouth	Voting Member	Since March '16	CIW
8. Head Teacher, Mount Pleasant Primary School	Voting Member	Since March '16	S/CV
9. Head Teacher, Pillgwenlly Primary School	Voting Member	Since Dec '08 (re – elected Nov '12)	S/CV
10. Head Teacher, The John Frost School	Voting Member	Since Dec '08 (re – elected March '16)	S/CV
11. Chair of Governors, St Joseph's RC High School	Voting Member	Since Nov '10 (re – elected Dec '14)	S/VA
12. Head Teacher, St Gabriel's RC Primary School	Voting Member	Since March '16	S/VA
13. Parent Governor, Gaer Primary School	Voting Member	Since June '15	PG
14. Parent Governor, Ysgol Gymraeg Bro Teyrnnon	Voting Member	Since June '15	PG
15. Parent Governor, St Andrew's Primary School	Voting Member	Since June '15	PG

16. Head of Gwent Ethnic Minority Service	Voting Member	Since Dec '14	L/COM
17. Early Years Business Manager	Voting Member	Since March '13	L/COM
18. SEN Manager	Voting Member	Since March '15	L/COM
19. Education Co-Ordinator – Looked After Children	Non – Voting Member	Since June '15	LA/LAC

***If served more than 4 years also include date of re-election.**

Acronyms for Core Members		
Members Nominated by	Core Membership	Acronym
LA - any member or officer of the authority	1 to 5	LA, LA/SEN, LA/LAC
Church in Wales Diocesan representatives	1 to 3	CIW
Roman Catholic Diocesan representatives	1 to 3	RC
Schools - community and voluntary controlled	1 to 3	S/CV
Schools - foundation	1 to 3	S/F
Schools - voluntary aided	1 to 3	S/VA
Parent governor representatives	1 to 3	PG
Representatives of the local community	Up to 3	L/COM

Meeting dates and attendance

	Date	Number of Forum Members in attendance - by category
First meeting	17th November 2015	8 (1 * RC / 4 * LA / 2 * L/COM / 1 * S/VA)
Second meeting	8th March 2016	12 (1 * RC / 4 * LA / 2 * L/COM / 1 * S/VA / 1 * S/CV / 2 * PG / 1 * LA/LAC)
Third meeting	23rd June 2016	10 (1 * RC / 4 * LA / 1 * L/COM / 1 * S/CV / 2 * S/VA / 1 * LA/LAC)

Please confirm whether admission authorities within the forum area have completed the consultation and determination of admission arrangements process within the timescales required by the Education (Determination of Admission Arrangements) (Wales) Regulations 2006 [including consultation on the arrangements by 1 March in the determination year and determination of the final arrangements by 15 April of that year].

If any admission authority has not met the timescales please give details here.

How many consultation documents have you seen from admission authorities (not including other local authorities)?

All admission authorities within Newport City Council have, where appropriate, completed the consultation and determination of admission arrangements in accordance with the dates stipulated in the statutory School Admissions Code. There are no exceptions to this.

The Council received copies of the consultation documents in relation to 2 of the 8 voluntary aided schools in Newport:

- St David's Roman Catholic Primary School
- St Joseph's Roman Catholic High School

What admission arrangements have been put in place to serve the interests of vulnerable children? Have they proved successful? What other arrangements have you identified to support these children?

This Council is committed to serving the best interests of all children, particularly those who are identified as being vulnerable. This can be evidenced as follows:

- Priority for admission for both phase and in-year applications is afforded to Looked After Children and previously Looked After Children, and this includes admitting such pupils to the school placement deemed to be most appropriate to meet their needs even in instances where the Published Admission Number for the year group has been reached or exceeded; and the LAC Education Coordinator now sits on the Admissions Forum in a non-voting capacity;
- The School Admissions Team and the Special Educational Needs Team continue to work closely together to ensure the appropriateness of placements for children with statements of SEN and indeed are now co-located in the same office environment. Priority is given to those children for whom a specific school is named in their statements. Again this includes admitting these pupils to the school placement deemed to be most appropriate to meet their needs even in instances where the Published Admission Number for the year group has been reached or exceeded. The SEN Manager sits on the Admission Forum;
- The Council's over-subscription criteria specifically refers to children for whom an application is being made on medical grounds, and gives such children priority within the in-catchment and out-of-catchment categories;
- Links have been established with the non-maintained sector and Flying Start provision to assist in transition arrangements to nursery and Reception classes, reducing the number of late applications and thus increasing the likelihood of a successful application. The Early Years Business Manager sits on the Admission Forum;
- Whilst the Council policy provides for all children to be offered a free part-time nursery place from the start of the term following their third birthday, in certain circumstances where recommendations are made on specific medical or social grounds, children are offered a full-time place at a Council-maintained setting. This is facilitated through close working relationships with colleagues in Social Services;
- There is a close working relationship with the Education Welfare Service who assist in securing outstanding and late applications in the phase and in-year transfer processes and in tracking those pupils who have not taken up the school place offered to them;
- Children of Armed Forces / Crown Servant families planning on relocating to Newport are determined as meeting the residency criteria for the preferred school if their application is appropriately evidenced, thus ensuring that there is no disadvantage;
- A local protocol is in place to facilitate and expedite the admission of children temporarily housed in the City's Domestic Violence Refuge to the relevant primary and secondary catchment schools to ensure that their schooling is as uninterrupted as possible;
- Close working relationships with Gwent Education Minority-ethnic Service (GEMS) assists in the swift admission of Gypsy and Traveller Children to their nearest available and most appropriate schools. The service also provides home language support to children and families newly arrived in the City for whom English is an Additional Language in order to facilitate the admissions process and if necessary provide support and translation during appeals. The Head of GEMS sits on the Admission Forum;
- A member of the School Admissions Team is a key partner at the weekly Managed Moves panel to provide advice and support in relation to "hard to place" pupils and those at risk of permanent exclusion.

How well have the agreed in-year admission procedures worked?

How many children have been admitted to each school under the procedures?

Have you identified an increase in numbers for in-year admissions, if so what action has been identified to address the issue?

The Council continues to endeavour to ensure that all in-year transfer requests are processed and determined within the timescales set out in the statutory Code, and generally is able to achieve this. There have been instances however where this has not been possible. This can be attributed, in part, to applications in relation to secondary school age pupils where factors such as the appropriateness of curriculum choices and the child's school history need to be taken into consideration. Some cases are however inevitably referred to the weekly Managed Moves panel, which in the best interests of the child is also used to discuss the appropriateness of the pupil placement and to ensure that the appropriate support is in place on admission. On other occasions, the sheer volume of applications received by the School Admissions Team, coupled with the very low percentage of surplus places across the City has meant that there has been a delay in applications being finalised whilst the team works with the parents and colleagues to secure an appropriate alternative school. The Council has secured temporary additional resource to improve this position, but the issues continue to arise occasionally.

During the 2015/16 academic year,

- 245 applications were received from pupils wishing to transfer into or between Newport's community secondary schools, 178 of which were offered their first preference, and
- 990 applications were received from pupils wishing to transfer into or between Newport's community primary schools (excluding nursery provision), 596 of which were offered their first preference.

During the same period, 121 applications were received by Newport's voluntary aided primary schools and 37 applications were received by the voluntary aided secondary school.

What key admission issues have been identified for the area?

What are they and how has the forum addressed them?

- The number of late phase transfer applications continues to be an issue, causing delays in applications being processed and thereby increasing the possibility of pupils being refused places in their first choice or catchment schools. This causes uncertainty for pupils, parents and schools during the transition process. The Council has tried to address this through publicity, advertising and working with schools with the support of the Admission Forum. Additional measures are being considered for the 2017 admissions round.
- The number of in-year transfer requests remains high and this, coupled with the low number of surplus school places, puts the School Admissions Team under significant pressure within the remit of the statutory code. In addition, the high volume of Asylum Seeker / EAL pupils arriving into the City puts pressure on schools in accommodating these pupils, particularly in cases relating to Key Stage 2 and 3 pupils who may have had very little previous education or experience of attending school.
- Where the School Admissions Team is unable to accommodate parental preference due to the lack of available places, there can be significant knock-on effects including increased home to school transport provision and associated costs, difficulties for parents who may have children of similar ages in two or more schools, and reduced attendance and poor punctuality. The Admission Forum receives regular updates on this position and offers advice on suggested ways forward.
- The number of School Admissions Appeals being lodged also remains high. This puts pressure on staff in their capacity to prepare for and support these cases

What methods has the Forum used to promulgate any advice or decisions it has reached?

The minutes of all Admission Forum meetings, once agreed, are published on the Council's website, as are the Admission Forum annual reports. Agendas are shared with Headteachers in advance of meetings to enable them to raise any concerns with their nominated representative colleagues.

Where appropriate, and following discussion items at meetings, the Council will write to Headteachers on specific matters at the request of members of the Admission Forum.

Members of the Forum are encouraged to share information discussed with the groups they have been nominated to represent.

Date Forum's advice published on Admission Authorities Website:

Minutes are published once they have been agreed as being a true and accurate record at the next meeting of the Forum.

Annual reports are published following their submission to Welsh Government.

Please also provide the relevant link:

[Newport School Admissions Forum](#)

Signature:

(Secretary to the Forum)

Date: 29th November 2016

Please return the completed report by 30 November 2016 to:

SchoolsManagementDivision3@wales.gsi.gov.uk

School Admissions and Appeals – September 2016 Normal Admission Round

Name of School	Admission number	Number of applications	Number of successful applications	Number of appeals	Number of successful appeals	Number of appeals held after 30 days	Number of parental preferences met 1st, 2nd or 3rd
Always Primary	49	52	41	0	0	0	41
Caerleon Lodge Hill Primary	45	45	38	0	0	0	38
Charles Williams Church in Wales Primary	75	77	75	0	0	0	75
Clytha Primary	30	76	30	7	0	0	30
Crindau Primary	45	68	45	4	0	0	45
Duffryn Infants	60	65	57	0	0	0	56
Eveswell Primary	60	122	60	5	1	1	60
Gaer Primary	60	56	47	0	0	0	41
Glan Usk Primary	90	154	90	13	1	0	90
Glasllwch Primary	30	93	30	3	0	0	30
High Cross Primary	30	115	31	6	0	1	31
Langstone Primary	45	57	45	0	0	0	45
Llanmartin Primary	30	18	16	0	0	0	16
Lliswerry Primary	90	86	69	0	0	0	68
Maesglas Primary	35	42	33	0	0	0	33
Maindee Primary	66	58	56	0	0	0	48
Malpas Church in Wales Infant	58	59	44	0	0	0	42
Malpas Court Primary	30	25	16	0	0	0	16
Malpas Park Primary	30	45	26	0	0	0	25

Marshfield Primary	60	63	60	0	0	0	60
Millbrook Primary	45	53	36	0	0	0	36
Milton Infant	88	49	45	0	0	0	44
Monnow Primary	52	52	42	0	0	0	41
Mount Pleasant Primary	30	102	30	3	0	2	30
Pentrepoeth Primary	60	63	55	0	0	0	45
Pillgwenlly Primary	74	69	70	0	0	0	65
Ringland Primary	36	31	28	0	0	0	27
Rogerstone Primary	90	107	61	5	0	0	61
Somerton Primary	27	22	22	0	0	0	21
St Andrew's Primary	90	87	66	0	0	0	64
St David's RC Primary	30	39	30	0	0	0	30
St Gabriel's RC Primary	26	21	16	0	0	0	16
St Joseph's RC Primary	30	32	27	0	0	0	27
St Julian's Primary	90	105	90	0	0	0	81
St Mary's RC Primary	60	54	52	0	0	0	52
St Michael's RC Primary	30	34	30	0	0	0	30
St Patrick's RC Primary	28	33	28	0	0	0	28
St Woolos Primary	40	54	40	0	0	0	39
Ysgol Gymraeg Bro Teyrnnon	30	53	30	0	0	0	30
Ysgol Gymraeg Casnewydd	49	57	45	0	0	0	45
Ysgol Gymraeg Ifor Hael	30	50	30	0	0	0	30
Duffryn Junior	60	52	51	0	0	0	51
Malpas Church in Wales Junior	52	42	43	0	0	0	43
Milton Junior	75	46	45	0	0	0	45

Bassaleg	270	390	270	17	1	0	270
Caerleon Comprehensive	248	335	249	1	0	0	249
Llanwern High	260	151	127	0	0	0	125
Lliswerry High	212	111	94	0	0	0	94
Newport High	191	205	187	0	0	0	187
St Joseph's RC High	230	275	232	21	2	0	232
St Julian's	242	269	225	0	0	0	225
The John Frost High	223	199	191	0	0	0	174
Ysgol Gyfun Gwent Is Coed	90	83	78	0	0	0	78
Total	4206	4701	3572	85	5	4	3505