

Admission Forum Annual Report 2019/20

Admission Authority: Newport City Council

Secretary to the Forum: Education Scrutiny & Commissioning Officer

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Membership and attendance of the Forum

Name	Position	Time served as Forum Member *	Membership by category (see table below)
1. Director of Schools Roman Catholic Diocese	Chair	Since Dec '08 (Re-elected Nov '16)	RC
2. Service Development Manager	Vice Chair	Since Dec '09 (Re – elected March '18)	LA
3. School Admissions & Appeals Manager	Voting Member	Since Nov '12 (Re – elected Nov '16)	LA
4. Elected Member	Voting Member	Since March' 19	LA
5. Elected Member	Voting Member	Since March' 19	LA
6. Elected Member	Voting Member	Since March '19	LA
7. Education Director, Anglican Diocese Monmouth	Voting Member	Since March '16	CIW
8. Head Teacher, Mount Pleasant Primary School	Voting Member	Since March '16 (Re – elected June '20)	S/CV
9. Head Teacher, Pillgwenlly Primary School	Voting Member	Since Dec '08 (Re – elected Nov '16)	S/CV
10. Head Teacher, Caerleon Comprehensive	Voting Member	Since Nov '18	S/CV
11. Chair of Governors, St Joseph's RC High School	Voting Member	Since Nov '10 (Re – elected Dec '14 & March '19)	S/VA
12. Head Teacher, St Michael's RC Primary School	Voting Member	Since March '18	S/VA
13. Parent Governor, Ysgol Gymraeg Bro Teyrnnon	Voting Member	Since June '15 (Re – elected Nov '19)	PG
14. Parent Governor, Malpas Church in Wales Primary	Voting Member	Since March '20	PG

15. Parent Governor, Ysgol Gymraeg Bro Teyrnnon	Voting Member	Since March '20	PG
16. Head of Gwent Ethnic Minority Service	Voting Member	Since Nov '19	L/COM
17. SEN Manager	Voting Member	Since March '15 (Re – elected Mar '19)	L/COM
18. Teacher Advisor, Early Years & ALN	Voting Member	Since March '19	L/COM
19. Education Co-Ordinator – Looked After Children	Non – Voting Member	Since June '15 (Re – elected Nov '19)	LA/LAC
20. Partnership Officer, HMF Education Support	Non – Voting Member	Since Nov '19	LA/AF
21. Advisor for Behaviour & Autism	Non – Voting Member	Since March '19	LA/ADV

***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/LAC, LA/AF, LA/ADV
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	19 th November 2019	10 (4*LA / 1* CIW / 2*S/VA / 1*S/CV / 2*L/COM)
Second meeting	17 th March 2020	<i>This meeting did not take place due to Covid - 19</i>
Third meeting	24 th June 2020	14 (5*LA / 1*RC / 1*S/VA / 2*L/COM / 1*S/CV / 1*PG / 3*Non-Voting)

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.

**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?**

Newport City Council is committed to serving the best interests of all children, particularly those who are identified as being vulnerable. As in previous years this can be evidenced as follows:

- Priority for admission is afforded to Looked After Children and previously Looked After Children, and this includes admitting looked-after 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 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. 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 maintained 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.
- 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 UK Service Personnel / 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; this includes admitting children serving UK Service Personnel to the catchment school even in instances where the Published Admission Number for the year group has been reached or exceeded;
- A local protocol is in place to 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 children from EAL families to their nearest available and most appropriate schools. The service provides home language support where available to children and families newly arrived in the City 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.
- Naturally, one specific concern this year was around pupils affected by the lockdown/pandemic. In Newport, all those pupils that had been allocated a school place but were then unable to take up the place due to lockdown were identified and, where new to the country, were immediately placed on roll so that the new school could link up with the family to provide work remotely, where possible.

**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?**

Newport’s population is continuing to increase and with it the number of school age children. There has been a rise of 2,370 children in Newport schools between 2011 and 2019. Pupil population forecasts indicate that by 2025 there will be 13,140 primary school and 12,046 secondary school children in Newport, which represents an additional 1,014 children compared with 2020. As a result of the number of in-year transfer requests, as shown in the following table, coupled with the low number of surplus school places, puts the School Admissions Team under significant pressure within the remit of the statutory code. Specifically for 2019/20 however, the total number of in-year applications received did decrease in comparison to previous years. In part this can be attributed to the pandemic and the national lockdown when schools were shut for a significant period. The Education Service has an established ‘Planning of School Places Group’, which considers current pressures and future demand to ensure that planned capital investment works focus on the delivery of future capacity in the areas of greatest need.

In-year admission: No. applications received					% moving into the LA	% of school places available				
Year	Nursery	Primary	Secondary	Total		Year (June)	EM Primary	EM Secondary	WM Primary	WM Secondary
2015/16	154	990	245	1389	57	2016	6	10	15	N/A*
2016/17	120	994	229	1343	56	2017	6	10	14	9
2017/18	111	1094	310	1515	44	2018	7	11	16	21
2018/19	138	1028	406	1572	40	2019	7	11	13	26
2019/20	91	789	328	1208	41	2020	8	10	13	27

Despite the challenging position within the city, the majority of parental preferences are still being met, although figures have decreased this year. In all school admission appeal hearings the Panel have moved on to Stage 2 before making a determination, which demonstrates that the school admissions policy is consistently applied correctly and that a number of our schools are genuinely under pressure in terms of capacity.

In-year admission					
Year	% 1st preference met			% appeals upheld	
	Nursery	Primary	Secondary	Primary	Secondary
2015/16	92	73	88	17	31
2016/17	68	54	89	23	50
2017/18	90	55	95	11	44
2018/19	91	80	93	3	31
2019/20	78	61	63	7	0

As in previous years the Council endeavours to ensure that all in-year transfer requests are processed and determined within the timescales set out in the statutory Code, and is generally able to achieve this. Again though there have been instances 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 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, 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 School Admissions Team works with parents and colleagues to secure an appropriate alternative school, or schools where there are multiple siblings.

**What key admission issues have been identified for the area?
What are they and how has the forum addressed them?**

- The volume of 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.
- The pressure for places outside the normal admissions round is acute in a number of geographic locations and some schools/ clusters have few or no places available at all. For those few schools with availability this can lead to significant increases in cohort sizes during the academic year, which in turn lead to staffing and budgetary issues.
- 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, reduced attendance and poor punctuality.
- As in the 2019 admissions round, there was again significant demand for Year 7 places specifically from within the Bassaleg and John Frost catchment areas. In response to demand this year, the Council negotiated an additional 77 Year 7 places across the two secondary schools; 60 at Bassaleg and 17 at John Frost. Currently Year 7 places are only available at Lliswerry and Llanwern High schools. Additional capacity was also established at Mount Pleasant Primary School and Ysgol Gymraeg Ifor Hael. Unfortunately, this year, 13 on-time, catchment refusals were made across Jubilee Park and Glasllwch Primary Schools, and at Ysgol Gymraeg Casnewydd; only one of which was successful at appeal.
- 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.
- Due to the number of late phase transfer applications, the number of in-year transfers and the pressure on primary school places, the number of admissions appeals lodged also remains high. This puts pressure on staff in their capacity to prepare for and support these cases and appeals panels can often uphold a parental prejudice case on the basis that the alternative school offered is a considerable distance away from the home or cannot accommodate all of the siblings within the family.
- Appeal hearings this year were directly impacted by the pandemic/lockdown when all face-to-face meetings were cancelled with effect from March 2020. The subsequent legislation eventually enabled virtual hearings to take place but all appeals were put on hold until 2nd July 2020. As a result they continued well into the Autumn Term 2020, which had an impact on other work streams.

The Admission Forum receives regular updates on all admissions matters and the position in terms of capacity is specifically monitored by the Planning of School Places Group. The Council has repeatedly tried to address the issue of late phase transfer applications through increased publicity, advertising and working with schools; however numbers remain high.

School Admissions and Appeals – Normal Admissions Round 2020

Name of School	Admission number	Number of preferences	Number of successful preferences	Number of appeals received	Number of successful appeals	Number of appeals held after 30 days*	Number of parental 1 st preferences met
Alway Primary	54	64	51	0	0		50
Caerleon Lodge Hill Primary	45	73	45	0	0		44
Charles Williams Church in Wales Primary	75	70	65	0	0		65
Clytha Primary	30	90	30	3	0		27
Crindau Primary	45	46	36	0	0		36
Eveswell Primary	60	135	60	4	0		54
Gaer Primary	60	119	60	7	0		59
Glan Llyn Primary	30	53	30	3	0		30
Glan Usk Primary	90	157	90	3	0		90
Glasllwch Primary	30	111	30	7	0		30
High Cross Primary	30	120	30	0	0		21
Jubilee Park Primary	45	147	45	12	1		44
Langstone Primary	45	68	45	1	0		45
Llanmartin Primary	30	24	20	0	0		20
Lliswerry Primary	90	105	66	0	0		63
Maesglas Primary	38	44	38	0	0		30
Maindee Primary	70	72	44	0	0		43
Malpas Church in Wales Primary	54	52	34	0	0		33
Malpas Court Primary	30	43	26	0	0		22

Malpas Park Primary	30	59	30	2	0		30
Marshfield Primary	60	80	59	0	0		60
Millbrook Primary	45	71	45	1	0		43
Milton Primary	90	69	57	0	0		56
Monnow Primary	60	54	39	0	0		35
Mount Pleasant Primary	60	102	46	0	0		39
Pentrepoeth Primary	60	107	60	0	0		56
Pillgwenlly Primary	78	89	76	0	0		75
Ringland Primary	36	35	24	0	0		23
Rogerstone Primary	60	134	60	2	0		46
Somerton Primary	29	18	12	0	0		11
St Andrew's Primary	90	124	90	0	0		86
St David's RC Primary	30	54	30	6	1		30
St Gabriel's RC Primary	27	26	26	0	0		26
St Joseph's RC Primary	30	27	25	0	0		25
St Julian's Primary	90	125	85	0	0		78
St Mary's RC Primary	60	60	57	0	0		57
St Michael's RC Primary	30	37	30	1	0		30
St Patrick's RC Primary	30	30	28	0	0		28
St Woolos Primary	45	61	40	0	0		32
Tredegar Park Primary	60	72	60	2	0		55
Ysgol Gymraeg Bro Teyrnnon	30	49	30	0	0		29
Ysgol Gymraeg Casnewydd	52	87	52	10	1		51
Ysgol Gymraeg Ifor Hael	45	56	41	0	0		27
Bassaleg School	330	522	330	20	2		323

Caerleon Comprehensive	248	428	248	4	1		235
Llanwern High	260	207	152	0	0		146
Lliswerry High	212	237	171	0	0		168
Newport High	203	234	196	0	0		187
St Joseph's RC High	240	294	240	17	10		240
St Julian's School	242	336	242	5	0		229
The John Frost High	240	317	240	3	0		217
Ysgol Gyfun Gwent Is Coed	150	112	101	0	0		101

**All appeals were heard within the timeframes stipulated by the temporary Covid – 19 regulations.*