

Admission Forum Annual Report 2020/21

Admission Authority: Newport City Council

Secretary to the Forum: Principal School Admissions Officer

Contact details: 01633 851411

Address: 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. Elected Member	Chair	Since March '19 (Elected as Chair Nov '21)	LA
2. Elected Member	Vice Chair	Since March '19 (Elected as Vice Chair Nov '21)	LA
3. Director of Schools Roman Catholic Diocese	Voting Member	Since Dec '08 (Re-elected Nov '16, Nov '20)	RC
4. Assistant Head of Education (Resources)	Voting Member	Since Dec '09 (Re – elected March '18)	LA
5. School Admissions Manager	Voting Member	Since Nov '12 (Re – elected Nov '16, Nov '20)	LA
6. Elected Member	Voting Member	Since March '19	LA
7. Head Teacher, Mount Pleasant Primary School	Voting Member	Since March '16 (Re – elected June '20)	S/CV
8. Head Teacher, Llanmartin Primary School	Voting Member	Since Nov '20	S/CV
9. Head Teacher, Caerleon Comprehensive School	Voting Member	Since Nov '18	S/CV
10. Chair of Governors, St Joseph's RC High School	Voting Member	Since Nov '10 (Re – elected Dec '14 & March '19)	S/VA
11. Head Teacher, St Michael's RC Primary School	Voting Member	Since March '18	S/VA
12. Parent Governor, Ysgol Gymraeg Bro Teyrn	Voting Member	Since June '15 (Re – elected Nov '19)	PG
13. Parent Governor, Malpas Church in Wales Primary	Voting Member	Since March '20	PG
14. Parent Governor, Ysgol Gymraeg Bro Teyrn	Voting Member	Since March '20	PG
15. Head of Gwent Ethnic Minority Service	Voting Member	Since Nov '19	L/COM
16. SEN Manager	Voting Member	Since March '15 (Re – elected Mar '19)	L/COM

17. Education Co-Ordinator – Looked After Children	Non – Voting Member	Since June '15 (Re – elected Nov '19)	LA/LAC
18. Partnership Officer, HMF Education Support	Non – Voting Member	Since Nov '19	LA/AF
19. 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/SEN/ALN, 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 (Please note that nothing in the Education (Admission Forums (Wales) Regulations 2003 precludes some or all members taking part virtually). Regulation 9 of the 2003 Regulations provides that core members can regulate their own procedure subject to any provision in those regulations)

	Date	Number of Forum Members in attendance - by category
First meeting	17 th November 2020	16 (8*LA / 1*RC / 2*L/COM / 2*S/CV / 3*PG)
Second meeting	16 th March 2021	17 (7*LA / 1*RC / 1*S/VA / 2*L/COM / 3*S/CV / 3*PG)
Third meeting	22 nd June 2021	15 (8*LA / 1*RC / 2*S/VA / 1*L/COM / 2*S/CV / 1*PG)

We recognise that you may not have been able to hold your Admission Forum meetings in the usual way this year but we ask that you endeavour to complete as much of the report as possible.

Has your authority established a joint forum with an adjoining local authority?

If yes, can you provide details of the authority concerned and how successful this has been.

No

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 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 ALN. 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 Secondary School Managed Moves panel where complex in-year admission applications are discussed with senior secondary school representatives.
- A Fair Access Protocol is being trialed for two terms, (Autumn 21 and Spring 22) to ensure that access to appropriate education is secured quickly for all children, especially those pupils whose placements are put at risk because they may be regarded as vulnerable, for a variety of reasons, and may experience delays in admission to school or find themselves unable to access a school place as a result.
- Where the reason for in-year transfer between Newport schools is cited as bullying, School Admissions refer the details to the Education Psychology Service and the Adviser for Behaviour & Autism for monitoring purposes.

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 3,294 children in Newport schools between 2011 and 2021. Pupil population forecasts indicate that by 2026 there will be 13,478 primary school and 11,853 secondary school children in Newport, which represents an additional 753 children compared with 2021.

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
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
2020/21	138	945	349	1432	44	2021	9	9	14	29

In-year admission					
Year	% 1st preference met			% appeals upheld	
	Nursery	Primary	Secondary	Primary	Secondary
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
2020/21	79	57	67	12	16

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?**

- As in previous admissions rounds, there was again significant demand for English-medium September 2021 Year 7 places from within the Bassaleg and John Frost catchment areas. In response to demand this year, the Council negotiated an additional 47 Year 7 places across the two secondary schools: 30 at Bassaleg and 17 at John Frost. Despite this, one catchment refusal was made at Bassaleg. Currently Year 7 places are only available at Llanwern High School, as Lliswerry High School refused applicants for the first time this year. A bubble class of 30 was also established at High Cross Primary School in response to demand from within the cluster - 17 on-time catchment refusals were made at Jubilee Park Primary School. 13 on-time catchment refusals were also made at Langstone Primary School; however, alternative places were available in the surrounding primary schools.
- 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 pressure for places outside the normal admissions round continues to present a challenge in several 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.
- 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.
- The number of parents notifying the local authority of their intention to home educate their children continues to rise. The 2021 WLGA home education data collection reports the data held by local authorities on children who were known home educated children as of 26th January 2021. In Newport the number of home educated children reported increased from 102 in 2020 to 187 in 2021 (83%). Whilst concerns about Covid-19 contributed to this increase (16%) it should be noted that lifestyle reasons were predominately higher (33%). There is a high degree of churn in the figures related to home education. However, as of 30th September 2021, 185 children were known to be home educated.

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.

**Is there co-ordinated admission activity in your local authority?
If so which admission authorities in your local authority area are participating?
Has it been successful/beneficial?**

No formal co-ordination exists between Newport admission authorities, but informal arrangements are undertaken by the Council where possible to minimize 'place-blocking'. These informal arrangements present a significant administrative challenge.

School Admissions and Appeals

Name of School	Admission Number	Number of preferences	Number of places allocated	Number of appeals	No. of successful appeals	No. of parental preferences met
Alway Primary	54	51	40	0	0	40
Caerleon Lodge Hill Primary	45	69	45	0	0	45
Charles Williams CiW	75	77	71	0	0	71
Clytha Primary	30	70	30	3	0	30
Crindau Primary	45	60	45	0	0	45
Eveswell Primary	60	134	60	3	0	60
Gaer Primary	60	92	60	0	0	60
Glan Llyn Primary	60	67	47	0	0	47
Glan Usk Primary	90	139	90	2	0	90
Glasllwch Primary	30	95	30	3	0	30
High Cross Primary	60	97	35	0	0	34
Jubilee Park Primary	45	140	46	12	0	46
Langstone Primary	45	87	45	14	1	45
Llanmartin Primary	30	15	14	0	0	13
Lliswerry Primary	90	90	65	0	0	63
Maesglas Primary	38	36	28	0	0	27
Maindee Primary	70	78	50	0	0	48
Malpas CiW Primary	54	47	31	0	0	30
Malpas Court Primary	30	38	26	0	0	26

Name of School	Admission Number	Number of preferences	Number of places allocated	Number of appeals	No. of successful appeals	No. of parental preferences met
Malpas Park Primary	30	61	30	1	0	30
Marshfield Primary	60	64	60	0	0	60
Millbrook Primary	45	57	42	0	0	41
Milton Primary	90	56	44	0	0	44
Monnow Primary	60	55	46	0	0	46
Mount Pleasant Primary	30	104	30	6	0	30
Pentrepoeth Primary	60	90	59	0	0	59
Pillgwenlly Primary	78	79	63	0	0	63
Ringland Primary	36	28	20	0	0	20
Rogerstone Primary	60	128	60	3	0	60
Somerton Primary	29	29	15	0	0	14
St Andrew's Primary	90	104	74	0	0	73
St David's RC Primary	30	33	30	0	0	30
St Gabriel's RC Primary	27	26	26	0	0	26
St Joseph's RC Primary	30	28	27	0	0	27
St Julian's Primary	90	112	71	0	0	71
St Mary's RC Primary	60	48	44	0	0	44
St Michael's RC Primary	30	31	29	0	0	29
St Patrick's RC Primary	30	34	30	0	0	30
St Woolos Primary	45	56	34	0	0	31
Tredegar Park Primary	60	58	50	0	0	48
Ysgol Gymraeg Bro Teyrnnon	30	43	30	0	0	30
Ysgol Gymraeg Casnewydd	52	76	52	3	0	52
Ysgol Gymraeg Ifor Hael	30	36	18	0	0	18
Ysgol Gymraeg Nant Gwenlli	30	15	7	0	0	4

Name of School	Admission Number	Number of preferences	Number of places allocated	Number of appeals	No. of successful appeals	No. of parental preferences met
Bassaleg	300	496	300	27	3	300
Caerleon Comprehensive	248	398	248	13	0	248
Llanwern High	260	192	165	0	0	151
Lliswerry High	212	223	197	0	0	186
Newport High	203	227	203	0	0	203
St Joseph's RC High	240	330	241	36	3	241
St Julian's	242	325	242	12	0	242
The John Frost	240	240	240	2	0	240
Ysgol Gyfun Gwent Is Coed	150	107	101	0	0	101

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.

Date Forum's advice published on Admission Authorities Website:

Please also provide the relevant link:

Signature: J. Yeomans

(Secretary to the Forum)

Date: 03/01/22

Please return the completed report by Tuesday 3rd January 2022 to:

SchoolsManagementDivision3@wales.gsi.gov.uk