

Admission Forum Annual Report 2021/22

Admission Authority: Newport City Council

Secretary to the Forum: Principal School Admissions Officer **Contact details:** 01633 235236 / 210533
school.admissions@newport.gov.uk

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 22)	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 (Re-elected June 22)	S/VA
12. Parent Governor, Ysgol Gymraeg Bro Teyrnnon	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 Teyrnnon	Voting Member	Since March '20	PG
15. Head of Gwent Ethnic Minority Service	Voting Member	Since Nov '19 (Re-elected June 22)	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	15 th March 2022	13 (5*LA / 1*RC / 1*L/COM / 3*S/CV / 1*PG / 1*S/VA / 1*LAC (co-opted))
Second meeting	21 st June 2022	9 (2*LA / 1*RC / 3*L/COM / 1*S/CV / 1*PG / 1*LAC (co-opted))
Third meeting		

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 Additional Learning 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/IDP. 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 ALN Manager sits on the Admission Forum.
- The Council's over-subscription criteria specifically refer 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.
- A close working relationship with Gwent Education Minority-ethnic Service (GEMS) assists in the swift admission of children from EAL and GRT 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 to facilitate the admissions process. 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 and other relevant stakeholders.
- The Council operates a Fair Access Protocol within the School Admissions Policy 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.
- In April 2022, the Council established both a primary and a secondary school hub as an option for Ukrainian pupils coming to Newport to maximise support for these children and their families. Not all Ukrainian families attend the hub, but to date 14 primary and 19 secondary pupils have been enrolled.

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 3,437 children in Newport schools between 2011 and 2022. Pupil population forecasts indicate that by 2027 there will be 13,373 primary school and 11,771 secondary school children in Newport, which represents an additional 220 children compared with 2022.

In-year admission: No. applications received					% Moving into the LA	% School places available				
Year	Nursery	Primary	Secondary	Total		Year (June)	EM Primary	EM Secondary	WM Primary	WM Secondary
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
2021/22	206	1129	497	1832	41	2022	9	7	17	34

In-year admission					
Year	% 1st preference met			% Appeals upheld	
	Nursery	Primary	Secondary	Primary	Secondary
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
2021/22	77	50	57	9	25

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 2022 Year 7 places from within the Bassaleg and John Frost catchment areas. In response to demand this year, the Council negotiated an additional 83 Year 7 places across three secondary schools: 30 at Bassaleg, 25 at John Frost and 28 at Lliswerry. As a result, all secondary catchment applications were successful in the on-time round. Currently Year 7 places are only available at Llanwern High School. Although 25 primary catchment pupils were unsuccessful this year (23 at Jubilee Park Primary), the majority secured a place at an alternative school, in accordance with parental preference.
- Despite a significant amount of publicity and chasing, the number of late phase transfer applications (includes changes of preference after the closing date) 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 the siblings within the family.
- Welsh Government's decision to cease temporary regulations on admission appeal hearings has made it difficult for admission authorities in Wales to determine a consistent approach and retain panel members; not least because there has been no clear guidance on the legality of virtual hearings. Currently, NCC is moving forward with a hybrid approach.
- Whilst the number of parents notifying the local authority of their intention to home educate their children in Newport previously continued to rise there was only a 1% increase in the WLGA home education data collection. The 2022 WLGA home education data collection reports the data held by local authorities on children who were known home educated children on the census of 18th January 2022. In Newport the number of home-educated children reported increased from 187 in 2021 to 189 in 2022. Throughout Wales there was an increase of 10%. As at the 31st October 2022, 211 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 and therefore NCC would welcome formal, legislated co-ordination both within Newport and with neighboring authorities.

School Admissions and Appeals

Name of School	Admission Number	Number of preferences expressed	Number of parental preferences met	Number of places allocated	Number of appeals	No. of successful appeals
Alway Primary	54	56	41	41		
Caerleon Lodge Hill Primary	45	68	35	36		
Charles Williams CiW	75	60	55	55		
Clytha Primary	30	96	30	30	5	
Crindau Primary	45	51	39	41		
Eveswell Primary	60	122	59	59		
Gaer Primary	60	109	60	60	4	
Glan Llyn Primary	60	81	60	60	2	
Glan Usk Primary	90	133	90	90	2	
Glasllwch Primary	30	102	30	30	4	
High Cross Primary	30	104	30	30		
Jubilee Park Primary	45	147	45	45	7	1
Langstone Primary	45	72	45	45	1	
Llanmartin Primary	30	20	10	10		
Lliswerry Primary	90	72	47	48		
Maesglas Primary	38	40	24	27		
Maindee Primary	70	87	49	49		
Malpas CiW Primary	54	34	18	19		
Malpas Court Primary	30	44	25	26		

Name of School	Admission Number	Number of preferences expressed	Number of parental preferences met	Number of places allocated	Number of appeals	No. of successful appeals
Malpas Park Primary	30	64	30	30		
Marshfield Primary	60	71	60	60	1	
Millbrook Primary	45	43	32	34		
Milton Primary	90	62	49	49		
Monnow Primary	60	43	35	37		
Mount Pleasant Primary	30	93	30	30		
Pentrepoeth Primary	60	92	60	60		
Pillgwenlly Primary	78	78	68	70		
Ringland Primary	36	24	10	11		
Rogerstone Primary	60	164	60	60	2	
Somerton Primary	29	20	15	15		
St Andrew's Primary	90	100	75	75		
St David's RC Primary	30	37	30	30		
St Gabriel's RC Primary	27	23	23	23		
St Joseph's RC Primary	30	30	29	29		
St Julian's Primary	90	122	72	72		
St Mary's RC Primary	60	53	50	50		
St Michael's RC Primary	30	46	30	30	7	
St Patrick's RC Primary	30	30	27	27		
St Woolos Primary	45	64	45	45	2	
Tredegar Park Primary	60	42	24	28		
Ysgol Gymraeg Bro Teyrnnon	30	40	20	20		
Ysgol Gymraeg Casnewydd	52	75	52	52	3	
Ysgol Gymraeg Ifor Hael	30	39	27	29		
Ysgol Gymraeg Nant Gwenlli	30	11	7	9		
Name of School	Admission	Number of	Number of	Number of	Number of	No. of

	Number	preferences expressed	parental preferences met	places allocated	appeals	successful appeals
Bassaleg	300	472	300	300	19	1
Caerleon Comprehensive	248	399	248	248	5	2
Llanwern High	260	173	140	145		
Lliswerry High	240	225	195	201		
Newport High	203	227	191	198		
St Joseph's RC High	240	312	240	240	15	0
St Julian's	242	242	231	232		
The John Frost	248	329	248	248	10	2
Ysgol Gyfun Gwent Is Coed	150	96	90	90		

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: Following ratification of the minutes at each meeting

Please also provide the relevant link: www.newport.gov.uk/schooladmissions

Completed by: School Admissions Manager

Date: 07/11/22

Please return the completed report by 30 November 2022