

Admission Forum Annual Report 2022/23**Admission Authority:** Newport City Council**Secretary to the Forum:** Principal School Admissions Officer**Contact details: Email/Tel:** 01633 235236/210533
school.admissions@newport.gov.uk**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. Head Teacher, Mount Pleasant Primary School	Voting Member	Since March '16 (Re – elected June '20)	S/CV
7. Head Teacher, Llanmartin Primary School	Voting Member	Since Nov '20	S/CV
8. Head Teacher, Caerleon Comprehensive School	Voting Member	Since Nov '18	S/CV
9. Chair of Admissions Committee, St Joseph's RC High School	Voting Member	Since Nov '10 (Re – elected Dec '14 & March '19)	S/VA
10. Head Teacher, St Michael's RC Primary School	Voting Member	Since March '18 (Re-elected June 22)	S/VA
11. Parent Governor, Malpas Church in Wales Primary	Voting Member	Since March '20	PG
12. Parent Governor, Ysgol Gymraeg Bro Teyrnnon	Voting Member	Since March '20	PG
13. Head of Gwent Ethnic Minority Service	Voting Member	Since Nov '19 (Re-elected June 22)	L/COM
14. ALN Manager	Voting Member	Since March '15 (Re – elected Mar '19)	L/COM

15.	Education Co-Ordinator (CLA)	Non – Voting Member	Since June '15 (Re – elected Nov '19)	LA/CLA
16.	Advisor for Behaviour & Autism	Non – Voting Member	Since March '19	LA/ADV
17.	Service Children Regional Liaison Officer	Non - Voting Member	Since Jun '23	LA/AF

***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 2003¹ 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	8 th November 2022	9 (3*LA, 1*RC, 2*S/CV, 1*S/VA, 1*PG, 1*CLA co-opted)

¹ [The Education \(Admission Forums\) \(Wales\) Regulations 2003 \(legislation.gov.uk\)](https://legislation.gov.uk)

Second meeting	28 th June 2023	8 (3*LA, 1*S/VA, 2*L/COM, 1*PG, 1*L/COM co-opted)
Third meeting	N/A	

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 2006² [including consultation on the arrangements³ 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)?

None of the Governing Bodies of Newport's voluntary aided schools issued a consultation for 2024/25. However only Charles Williams Church in Wales Primary School was required to do so, as their last consultation was for the 2021/22 academic year. The Governing Body reported its breach to Welsh Government as soon as it was identified. Fortunately, no policy changes had been implemented since the last consultation.

All admission authorities in Newport will be required to consult on admission arrangements for 2025/26.

² [The Education \(Determination of Admission Arrangements\) \(Wales\) Regulations 2006 \(legislation.gov.uk\)](#)

³ This includes consultation on sixth form arrangements for schools with sixth forms which should be carried out at the same time.

**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 CLA Education Coordinator sits on the Admissions Forum in a non-voting capacity.
- Where a school is named in a statement of Special Educational Needs/ Individual Development Plan, the Council will admit the child to the named setting before the over-subscription criteria is applied against applications received. 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.
- The School Admissions Team works closely 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 qualifying children of 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.
- Applications for the admission of children temporarily housed by a Domestic Violence Refuge are processed as a priority regardless of date received 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 Assistant Head of Education (Engagement & Learning) 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 3,625 children in Newport schools between 2011 and 2023. Pupil population forecasts indicate that by 2028 there will be 13,908 primary school and 11,747 secondary school children in Newport, which represents an additional 589 children compared with 2023.

In-year admission														
Year	% Surplus capacity (June)				No. applications received				% Moving into the LA	% 1st preference met			% Appeals upheld	
	English-medium		Welsh-medium		Nur	Pri	Sec	Total		Nur	Pri	Sec	Pri	Sec
	Pri	Sec	Pri	Sec										
2018/19	7	11	13	26	138	1028	406	1572	40	91	80	93	3	31
2019/20	8	10	13	27	91	789	328	1208	41	78	61	63	7	0
2020/21	9	9	14	29	138	945	349	1432	44	79	57	67	12	16
2021/22	9	7	17	34	206	1129	497	1832	41	77	50	57	9	25
2022/23	7	5	19	36	189	1322	644	2155	48	72	51	52	11	31

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.

Please provide a short summary of the key admission issues identified for the area and how the forum has addressed them?

- The ALN transformation process has presented a considerable challenge for the Council and schools this year in effectively managing the school transition/transfer for mainstream ALN pupils. This has continued into 2023 and now urgent clarification is required on how the ALN & Education Tribunal Act and School Admissions Code align with the Education Act in providing parents of pupils will ALN the right to state a school of their choice (regardless of catchment area etc.) and in particular, how much weight should be given to their preference. Additionally, at phase transfer, the legislative timescales do not appear to allow time for parents to challenge (through Tribunal) the fact that no school is named in the IDP before having to go through the school admissions process. The previous ALN Code provided strict timescales on issuing of decisions for ALN pupils but there is ambiguity in the current code around this, the legal rights of those in receipt of mainstream IDP's and how this aligns with the School Admissions Code. This must be addressed by WG on an all-Wales level urgently to prevent unnecessary confusion for pupils, parents, and LA's.
- 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. In Newport the School Admissions Team are still processing late applications in September, which means that appeals run into October.
- 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 school 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.
- The 2023 WLGA home education data collection reported a 32% increase for known home educated children in Newport on the census of 18th January 2022. The number of parents notifying the local authority of their intention to home educate their children in Newport rose from 189 in 2022 to 249 in 2023. As of the 16th of October 2023, 295 children were known to be home educated in Newport.

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 coordinated 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 – Normal Admissions Round 2023

Name of School	Admission number	Number of preferences expressed	Number of parental preferences that were met	Number of places allocated	Number of appeals	Number of successful appeals
Alway Primary School	54	49	36	36		
Bassaleg School	330	478	330	330	5	2
Caerleon Comprehensive	248	334	232	233		
Caerleon Lodge Hill Primary	45	47	28	28		
Charles Williams CiW Primary	75	51	47	47		
Clytha Primary School	30	87	30	30	4	0
Crindau Primary School	45	56	44	45		
Eveswell Primary School	60	136	60	60	2	0
Gaer Primary School	60	89	57	60		
Glan Llyn Primary School	60	91	56	57		
Glan Usk Primary School	90	152	90	90		
Glasllwch Primary School	30	97	30	30	2	0
High Cross Primary School	30	97	29	30		
Jubilee Park Primary School	45	141	45	45	3	0
Langstone Primary School	45	63	39	39		
Llanmartin Primary School	30	14	9	9		
Llanwern High School	260	200	166	169		

Lliswerry High School	212	238	165	169		
Lliswerry Primary School	90	96	66	66		
Maesglas Primary School	38	47	36	38		
Maindee Primary School	70	97	61	62		
Malpas CiW Primary School	54	38	23	23		
Malpas Court Primary School	30	32	24	24		
Malpas Park Primary School	30	50	28	28		
Marshfield Primary School	60	77	60	60		
Millbrook Primary School	45	53	33	33		
Milton Primary School	90	53	44	44		
Monnow Primary School	60	49	42	43		
Mount Pleasant Primary School	30	106	30	30		
Newport High School	203	224	185	190		
Pentrepoeth Primary School	60	92	60	60		
Pillgwenlly Primary School	78	99	78	78	4	0
Ringland Primary School	36	37	21	22		
Rogerstone Primary School	60	156	60	60		
Somerton Primary School	29	31	18	18		
St Andrew's Primary School	90	130	90	90		
St David's RC Primary School	30	23	23	23		
St Gabriel's RC Primary School	27	29	26	26		
St Joseph's RC High School	240	284	240	240	7	0
St Joseph's RC Primary School	30	26	26	26		
St Julian's School	242	327	242	242	6	3
St Julian's Primary School	90	120	80	80		
St Mary's RC Primary School	60	46	38	38		
St Michael's RC Primary School	30	27	24	24		
St Patrick's RC Primary School	30	29	28	28		
St Woolos Primary School	45	67	45	45		
The John Frost School	248	356	248	248	1	1
Tredegar Park Primary School	60	65	55	58		
Ysgol Gyfun Gwent Is Coed	150	116	109	109		
Ysgol Gymraeg Bro Teyrnnon	30	55	30	30	3	1
Ysgol Gymraeg Casnewydd	52	58	43	43		

Ysgol Gymraeg Ifor Hael	30	55	30	30		
Ysgol Gymraeg Nant Gwenlli	30	23	9	13		
Total	4326	5593	3748	3779	37	7

What methods have 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 Authority's Website:

Please also provide the relevant link:
[School admissions forum | Newport City Council](#)

Signature: L. Poole (Secretary to the Forum)

Date: 28.11.2023

Please return the completed report by 30 November 2023