

**Admission Forum Annual Report 2016 - 2017**

**Admission Authority:** Newport City Council

**Secretary to the Forum:** Education Scrutiny & Commissioning Officer      **Contact details:** 01633 235236

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

**Membership and attendance of the Forum**

<b>Name</b>	<b>Position</b>	<b>Time served as Forum Member *</b>	<b>Membership by category (see table below)</b>
1. Director of Schools Roman Catholic Diocese	<b>Chair</b>	Since Dec '08 (re-elected Nov '12)	RC
2. Assistant Head of Education, Resources & Planning	<b>Vice Chair</b>	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. Education Director, 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.**

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

#### **Meeting dates and attendance**

	<b>Date</b>	<b>Number of Forum Members in attendance - by category</b>
<b>First meeting</b>	<b>22<sup>nd</sup> November 2016</b>	<b>10(1*RC / 2*LA / 2*L/COM / 2*S/CV / 2*S/VA / 1*LA/LAC)</b>
<b>Second meeting</b>	<b>22<sup>nd</sup> March 2017</b>	<b>8(1*RC / 3*LA / 1*L/COM / 2*S/CV / 1*S/VA)</b>
<b>Third meeting</b>	<b>27<sup>th</sup> June 2017</b>	<b>8 (1*RC / 3*LA / 1*L/COM / 2*S/CV / 1*S/VA)</b>

**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)?**

**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. 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 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 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 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. The Early Years Business Manager sits on the Admission Forum;
- 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; this includes admitting children of returning or serving armed forces 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;
- 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 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.

**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?**

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 generally is 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 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.

During the 2016/17 academic year,

- 229 applications were received from pupils wishing to transfer into or between Newport's community secondary schools, 167 of which were offered their first preference, and;
- 994 applications were received from pupils wishing to transfer into or between Newport's community primary schools (excluding nursery provision), 597 of which were offered their first preference;
- 56% of all applications received during this period were submitted because the family moved into the Newport area.

The Council has continued to receive a high number of in-year applications over the last 4 or 5 years which, when coupled with the pressure on primary school places, represents a significant challenge. The Council is attempting to address the capacity issue through 106 agreements within planning applications, which have/will facilitate the opening of a number of new primary schools; and through the 21st Century Schools Band B Programme.

The increasing demand for primary school places prompted the Newport Planning of School Places (POSP) group to recommend in the summer term of 2016 that a full-scale capacity assessment review be carried out across the primary school estate over the course of the 2016/17 academic year. The previous City-wide review of provision was undertaken in 2011. This exercise identified that the PANs currently in use were accurate, and therefore confirmed that the primary school estate was in the main already being maximised to the fullest possible extent. There were however eight schools where the current PAN could be increased and discussions subsequently took place with the relevant Headteachers to agree the most appropriate way for this to be facilitated.

Alongside this, the 2016/17 School Reorganisation programme was fully implemented as planned on 1<sup>st</sup> September 2017 and included the opening of a new primary school (established on a growing school basis) and the amalgamation of a former infant and junior school with increased capacity across the whole single school site.

## What key admission issues have been identified for the area?

### What are they and how has the forum addressed them?

- Newport's population is increasing and with it the number of school age children (there has been a rise of 1,600 children between 2011 -2016). By 2022 forecasts indicate 15,261 primary school and 12,662 secondary school children in city, which represents an additional 2,800 children compared with 2017.
- As a result the number of in-year transfer requests remains constantly high as shown in the following table 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.

<i>Academic year</i>	<i>No. applications received</i>	<i>% moving into LA</i>
<i>2014/15</i>	<i>1455</i>	<i>44</i>
<i>2015/16</i>	<i>1389</i>	<i>57</i>
<i>2016/17</i>	<i>1343</i>	<i>56</i>
<i>2017/18 (to date)</i>	<i>722</i>	<i>44</i>

- As a result 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, as shown in the **Tables A** and **B** at the end of the report.
- A knock-on effect of this is children travelling across the city for school because of need rather than choice, and split siblings is a particular concern.
- 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 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.
- 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.

**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:**



**Rachel Hurford**

**(Secretary to the Forum)**

**Date: 30<sup>th</sup> November 2017**

**Please return the completed report by 30 November 2017 to:**

**SchoolsManagementDivision3@wales.gsi.gov.uk**



**School Admissions and Appeals – September 2017 Normal Admission Round**

<b>Name of School</b>	<b>Admission number</b>	<b>Number of preferences</b>	<b>Number of successful preferences</b>	<b>Number of appeals</b>	<b>Number of successful appeals</b>	<b>Number of appeals held after 30 days</b>	<b>Number of parental preferences met 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup></b>
Alway Primary	49	51	48				48
Caerleon Lodge Hill Primary	45	60	39				39
Charles Williams Church in Wales Primary	75	82	75	2	1		75
Clytha Primary	30	73	30	2	0		30
Crindau Primary	45	53	45				45
Eveswell Primary	60	145	60	7	0		60
Gaer Primary	60	79	60				60
Glan Usk Primary	90	157	90	10	0		90
Glasllwch Primary	30	86	30	5	1		30
High Cross Primary	30	125	30	7	0		30
Jubilee Park Primary	15	50	15	4	4		15
Langstone Primary	45	66	45	1	0		45
Llanmartin Primary	30	30	24				24
Lliswerry Primary	90	96	79				77
Maesglas Primary	38	42	32				31
Maindee Primary	70	70	67				61
Malpas Church in Wales Primary	54	59	50				47
Malpas Court Primary	30	40	30	1	0		30
Malpas Park Primary	30	68	30	7	0		30

Marshfield Primary	60	66	57				57
Millbrook Primary	45	53	38				37
Milton Primary	90	64	62				62
Monnow Primary	60	45	40				39
Mount Pleasant Primary	30	93	30	2	0		30
Pentrepoeth Primary	60	81	56				54
Pillgwenlly Primary	78	78	70				69
Ringland Primary	36	36	30				29
Rogerstone Primary	60	114	60	5	0		60
Somerton Primary	29	18	16				14
St Andrew's Primary	90	127	90	3	0		90
St David's RC Primary	30	32	30				30
St Gabriel's RC Primary	26	34	26				26
St Joseph's RC Primary	30	38	30	2	2		30
St Julian's Primary	90	131	90	2	0	1	90
St Mary's RC Primary	60	54	49				49
St Michael's RC Primary	30	33	28				28
St Patrick's RC Primary	30	42	30				30
St Woolos Primary	45	55	45				43
Tredegar Park Primary	60	63	58				55
Ysgol Gymraeg Bro Teyrnnon	30	33	22				22
Ysgol Gymraeg Casnewydd	52	53	46				46
Ysgol Gymraeg Ifor Hael	30	34	20				20
Bassaleg	270	374	270	6	1	1	270
Caerleon Comprehensive	248	330	247				247

Llanwern High	260	155	136				135
Lliswerry High	212	149	124				124
Newport High	191	213	191				191
St Joseph's RC High	240	298	240	6	0		240
St Julian's	242	306	242	2	0		242
The John Frost High	223	227	192				184
Ysgol Gyfun Gwent Is Coed	120	78	77				77
<b>Total</b>	<b>4073*</b>	<b>4939</b>	<b>3621</b>	<b>68</b>	<b>9</b>	<b>2</b>	<b>3587</b>

\* This number has decreased from the previous year's report due to the amalgamation of our 3 remaining infant and junior schools which are now not included in the figures for 2017.

**A. Percentage of surplus places by region:**

%	Primary		Secondary	
	EM	WM	EM	WM
East	5	13	13	-
West	2	20	1	22

**B. Percentage of surplus places per cluster:**

Cluster	% Primary	% Secondary
Bassaleg	1	0
Roman Catholic	2	0
John Frost	3	7
Caerleon	4	4
St Julian's	4	1
Gwent Is Coed (Welsh-medium)	7	22
Lliswerry	8	41
Newport High	10	1
Llanwern	19	40
Overall surplus	7	12