

**BRIDGEND COUNTY BOROUGH COUNCIL**

**Minutes of a Meeting of the Admission Forum held at  
Civic Offices on Thursday 1<sup>st</sup> December 2016**

**LA Representatives**

Cllr Huw David	Leader of the Council
Mrs M Treharne	School Support Officer, Support for Learners and Children
Mrs D Davies	Principal Officer, Knowledge Management and Learners

**School Representatives**

Mr J Tarran	Headteacher, Archdeacon John Lewis C in W Primary
Mrs A Keller	Headteacher, Archbishop McGrath Catholic High School
Mrs S Davies	Headteacher, Llangwydd Junior School

**Governor Representatives**

Mr W Bond	Heronbridge School
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**Other LA**

Mrs Claire Kristy	RCT
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**Secretary to the Forum**

Ms M Jones

**1. Welcome**

The forum agreed for Dawn Davies to be acting chair in the absence of Robin Davies. The acting chair welcomed Mrs S Pilcher and Mr A Slade to their first meeting.

**2. Apologies**

Apologies were received from, Mr R Davies, Mr J Tarran and Mrs H Ridout

**3. Election of Chairperson**

It was put forward by Members of the Forum that Mr R Davies be appointed Chairperson

**4. Election of Vice Chairperson**

It was put forward by Members of the Forum that Mr J Tarran be appointed Vice Chairperson

**5. To confirm the Minutes of the 10<sup>th</sup> March 2016**

The minutes of the meeting that took place on the 10<sup>th</sup> March 2016 were approved as a true record with one amendment:

Item 7 on the minutes stated if a Y10 pupil moves to another LA after the October half term holiday, and the pupil wishes to remain in their substantive school the responsibility for the cost of transport would be met by the Authority where the school is based. CK stated that this was incorrect and the LA would not fund the transport the onus would be on the parent/carer to fund the transport. Transport would only be provided by the authority if there were special circumstances involved.

**6. Matters arising from the minutes 10<sup>th</sup> March 2016**

**Item 6 Update on review of catchment areas**

MT discussed Pencoed Primary and Croesty Primary catchment area. Gaynor Thomas, School Programme Manager stated that catchment areas as a whole are being looked at by the LA. It was discussed in the Strategic Review meeting the possibility of the LA employing a private consultant. MJ to agenda for the next forum meeting for further update.

### **Item 7 Fair Access Minutes (FAP)**

MT presented the minutes from the last FAP meeting which was held on 23<sup>rd</sup> June 2016. MT updated the forum on the amended 'Admission/Transfer application form. The suggested amendments were sent to the LA's Legal Department who raised concerns regarding the proposed changes. It was agreed through the FAP to remain with the current Admission/Transfer application form.

### **Item 9 Vulnerability Assessment Profile (VAP)**

Apologies were received from Mark Lewis and Owen Shepherd as they were unable to attend the meeting due to the short notice. MJ to agenda for next forum meeting.

### **Item 10. Syrian Refugees Re-Settlement Programme**

Cllr David informed the forum the first family of Syrian Refugees have been housed in Bridgend and the children have successfully been placed into schools

Cllr David also updated the forum regarding the children coming in from Syria that would be treated as Looked After Children who were originally to be re-located to Bridgend. As there is a current shortage of Foster Carers in Bridgend, Swansea City Council on behalf of Bridgend will house the children.

AK informed the forum that there could possibly be a significant number of Filipino Nurses and their families re-locating to Bridgend. AK raised concerns regarding the availability of admission places in the faith schools and if the LA could confirm this information it could help in the planning ahead of school admission places. Cllr David to confirm with the Health Board and update the forum at the next meeting.

## **7. Correspondence received from the Welsh Government (WG) regarding 'School Admission Arrangements for 2016/17'**

MT presented the forum members with the suggested amendments to the LAs 'Starting School' booklet for 2018-19 from the WG. In addition to this Forum members agreed the following changes/insertions:-

- Contact details to be inserted for family information services, or referral to the generic contact details in the 'Starting School' booklet. MT to meet with RD.
- The booklet needs to state that where a child has a 'Statement of Special Educational Needs', the school that has been named on the statement must admit the child. MJ to contact Lorraine Silver, Additional Learning Needs Manager for required information.
- Catchment area maps made available on the BCBC website. DD to re visit and update at next forum meeting

MJ to email correspondence received from the WG to AK who will distribute to all VA schools.

## **8 Review of 'Starting Schools' booklet 2017-18**

DD informed members that the 'Starting School' booklet for 2017-18 was available on the BCBC website for the start of the statutory admissions round for 2017-18.

## **9. Review and approve the Admission Forum Annual Report**

DD presented the Annual Report 2015-16 to forum members and stated that there is continued improvement in the time taken to admit pupils into schools through the transfer process. Members approved the Bridgend Admission Annual Report and attached documentation which must be provided to the Welsh Government for the academic year 2015/16. DD also informed members that there is now a designated website for the Admission Forum.

## **10 To consider the LA's draft Admission Policy 2018-19**

The forum considered the draft 'Admission Policy for 2018-19 and were all in agreement for the following paragraphs to be removed or amended in the policy:-

- The Welsh Government has introduced an 'All Wales National Offer Day' for primary school places for the academic year 2018/19. Accordingly, the notification to parents/carers of acceptance/refusal of places will occur on 16<sup>th</sup> April 2018.
- Children with a statement of SEN will be admitted to the school named on their statement and will not be considered as part of the oversubscription criteria in determining applications for admission in respect of other pupils.
- The Council gives priority to the children living furthest away from the alternative school offered by the Council, as measured by the shortest practicable walking route, as a tie break. The Council uses the GIS software system to measure all distances.
- It was agreed that the transitional arrangement regarding the catchment areas of Maes yr Haul Primary and Trelales Primary would be initially for a period of five years and would be reviewed annually thereafter. The LA has reviewed the position and determined that this arrangement will remain applicable for admissions in 2018-19.
- Late applications that are received after the closing date for admission will be refused if the school is oversubscribed unless the family has just moved into the catchment area and the application is received before the offer of places are made. If the application is received after the places have been offered and documented evidence is provided to demonstrate that the family have moved into the catchment area of the school, the pupil will be given higher priority on the waiting list.
- Nursery application forms are available on 8<sup>th</sup> January 2018 and must be returned to the LA by the 23<sup>rd</sup> March 2018. Parents/carers will be notified of the outcome of their application on 21<sup>st</sup> May 2018.

**11 To consider common dates for the 2018/19 admission round.**

MJ informed the forum that the 'All Wales National Offer' date for pupils applying for a Reception place or moving from an Infant to a Junior school during the academic year 2018-19 will occur on the 16<sup>th</sup> April 2018. MT stated there is some element of confusion within LAs as to whether the notification to parents is sent out on the 16<sup>th</sup> or whether parents should receive notification on that date. MT has discussed this at the ADEW meeting and the chair of the admission panel is to seek clarification from the Welsh Government. MJ to circulate the admission dates for 2018-19 to VA Schools.

**12 To receive an update on the current 'Admissions Database'**

Cllr David stated that there was still an urgent need for the Admissions Database and online admissions system. DD informed members that there are ongoing discussions within the LA of the possibility of still accessing Capita 1. The forum were also informed there is Digital Transformation project and online admissions system has been discussed. Cllr David enquired about the timescales regarding the online capability. DD to update at next forum meeting.

**13 To arrange the date for the Spring Term 'Admission Forum' meeting**

MJ to circulate possible admission dates to forum members.

**14 Any other business**

No other business