

# Admission Forum Annual Report 2016-2017

**Admission Authority: Bridgend County Borough Council**

**Secretary to the Forum:** Mandy Jones **Contact details:** [Amanda.Jones@bridgend.gov.uk](mailto:Amanda.Jones@bridgend.gov.uk) 01656 642629

**Address:** Bridgend County Borough Council, Education and Family Support Directorate, Civic Offices, Angel Street, Bridgend CF31 4WB

## Membership and attendance of the forum

Name	Position	Time served as forum member *	Membership by category (see table below)
1. Mrs A Keller	Headteacher, Archbishop McGrath Catholic School.	1 years	<b>S/VA</b>
2. Mr R Davies	Group Manager, Business, Strategy & Performance (BCBC) <b>Chair from mid October 2014.</b>	2 years	<b>LA</b>
3. Mrs S Pilcher	Headteacher, Tondu Primary School.	0 years	<b>S/CV</b>
4. Mr J Tarran	Headteacher, Archdeacon John Lewis C in W Primary School <b>Vice Chair from mid October 2014</b>	3 years	<b>CIW/VA</b>
5. Cllr H David	Cabinet Member for Children and Young People / Deputy Leader (BCBC)	5 years	<b>LA</b>
6. Mrs M Treharne	School Support Officer, Learner Support (BCBC)	2 years	<b>LA</b>

	<b>Membership commenced mid March 2015</b>		
7. Mrs R Dixon	Headteacher, Ysgol Y Ferch O'r Sger	8* years (reappointed November 2016)	<b>S/CV</b>
8. Mr W Bond	Parent Governor, Heronsbridge Special School	9* years (reappointed November 2016)	<b>PG</b>
9. Mr A Slade	Headteacher, Porthcawl Comprehensive	0 years	<b>S/CV</b>

### Acronyms for Core Members

<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

	Date	Number of forum members in attendance - by category
First meeting	1 December 2016	9  (3 x LA Rep., 1 x Church in Wales/VA., 3 X School Rep., 1 x Governor Rep., 1 Out of County LA rep)
Second meeting	15 March 2017	5  (2 x LA Rep., 1 x Church in Wales/VA., 1 x Governor Rep., 1 Out of County LA rep)

**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 Bridgend completed the consultation and determination of admission arrangements for 2016-17 within the timescale stipulated in the Regulations.

No consultation documents have been seen from other admission authorities that are not local authorities bordering the Bridgend county borough.

**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?**

The LA's centralised admission process allows greater control and monitoring of the admission of vulnerable children.

Two specific admissions panels operate in The Bridge Alternative Provision:

- the CAMHS (Child and Adolescent Mental Health Service) and Complex Medical Panel, which meets monthly; and
- the Pupil Placement Forum, which meets monthly and considers pupils referred for specialist placement to our Achieving for Life (A4L) and Positive Pathways provisions.

Looked after children (LAC) are prioritised for admission to the school of their choice. The Learner Support team, continued to work closely with the LAC Education Co-ordinator to ensure LAC pupils access appropriate provision.

All children with a statement of special educational needs (SEN) are admitted to the placement named on the final statement and are not considered as part of the oversubscription criteria.

Children of UK service personnel and other Crown Servants are treated as in catchment if their application form is accompanied by an official Ministry of Defence (MOD) or Foreign and Commonwealth Office (FCO) letter declaring a return date and confirmation of the new address. Children of UK Service Personnel and other Crown Servants (including diplomats) may be given excepted status for infant class size purposes when admitted to a school outside of the normal admissions round.

To date, Bridgend County Borough Council has made arrangements for the children within six refugee families to access education provision. School admission and support at school are part of the whole package of support for these families. In total we have admitted two nursery pupils, ten primary-aged pupils and three secondary-aged pupils. The local authority (LA) makes a judgement about best placement taking into full account the advice from the LA's Inclusion Service on the needs assessment of each child and the most appropriate provision, as well as the community in which the child is living.

**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?**

The LA has a robust process and all requests are considered against a school's published admissions number and the current class organisation.

In the 2015-16 academic year, the LA processed 938 in-year admissions: 690 primary sector requests and 248 secondary sector requests. Of these, 94 primary sector and 64 secondary sector requests did not proceed. By comparison, in the 2016-17 academic year, the LA's centralised admissions team processed 1131 in-year admissions (an increase of 20%); 858 primary sector requests and 273 secondary sector requests. Of these, 124 primary sector and 51 secondary sector requests did not proceed.

In the 2015-16 academic year, the average amount of days taken to admit a pupil into the primary sector in a mainstream school was 6.88 days and 13.14 days in the secondary sector. In the 2016-17 academic year, the average amount of days taken to admit a pupil into the primary sector in a mainstream school increased to 11.16 days and 15.27 days in the secondary sector. The reason for the increase is that in March 2017 the LA introduced a change in practice, that accords with the Welsh Government School Admission Code, to defer transfers by up to a term where the reason for the request are not identified as a house move or the child was not defined as 'vulnerable'. If the LA had not implemented this change, the comparative average amount of days to admit a pupil would reduce to 9.90 for primary and 13.24 for secondary.

**What key admission issues have been identified for the area?  
What are they and how has the forum addressed them?**

- **Starting Schools Booklet 2017-18** – the forum approved the proposal for the booklet to be made available from the BCBC website with printed copies made available on request.
- **Draft Admissions Policy 2018-19** – the forum considered the draft policy and amendments; noted responses received and approved the final policy.
- **Annual Report** - the forum received the Annual Report for 2015-16.
- **Common Dates** – the forum received the draft admissions timetable for 2018-19 admissions and noted that this would be distributed to VA schools.
- **On-line admissions** – the forum noted that options to develop online admission are still being explored and supported the process improvements made in the interim.
- **Syrian Refugees Re-Settlement Programme** – the Chief Executive of the LA is leading the cross-agency work to fulfil the commitment to re-settle Syrian refugee families successfully into the county borough. The forum has supported the arrangements put in place within Bridgend County Borough to ensure that the children of refugee families are provided with access to appropriate education provision.
- **Welsh Medium** – linking with the Welsh Education Strategic Plan (WESP) for Bridgend, the LA has developed performance indicators for monitoring the number of requested transfers from Welsh to English-medium education.

**What methods has the forum used to promulgate any advice or decisions it has reached?**

Responses from the forum to proposals/issues were shared with key stakeholders, in particular, schools, governing bodies, other admission authorities, via the LA's normal communications mechanisms.

The forum's Terms of Reference, meeting minutes and annual reports are published on a dedicated School Admissions Forum page of the BCBC website.

**Date forum's advice published on Admission Authority's website:**

The minutes of the forum meeting held in December 2016 were published to the School Admissions Forum page of the BCBC website in March 2017, following their approval. The minutes of the March 2017 meeting were published on the School Admissions Forum page of the BCBC website in October 2017.

<http://www.bridgend.gov.uk/media/420166/admission-forum-minutes-11216-english.pdf>

**Signature: Amanda Jones (Secretary to the Forum)**

**Date:**

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

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



## School Admissions and Appeals

Name of School	Admission number	Number of applications	Number of successful applications	Number of appeals	Number of successful appeals	Number of appeals held after 30 days	Number of parental preferences met 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup>
Abercerdin Primary	30	25	25	0			25
Afon-y-Felin Primary	15	18	18	0			18
Archdeacon John Lewis Primary	30	29	29	0			29
Betws Primary	30	27	27	0			27
Blaengarw Primary	24	19	19	0			19
Brackla Primary	45	40	40	0			40
Bryncethin Primary	30	37	37	0			37
Brynmenyn Primary	22	25	25	0			25
Bryntirion Infants	40	45	45	0			45
Caerau Primary	45	46	46	0			46
Cefn Cribwr Primary	20	19	19	0			19
Cefn Glas Infants	66	46	46	0			46
Coety Primary	60	60	60	0			60
Corneli Primary	46	30	30	0			30
Coychurch Primary	18	22	22	0			22
Croesty Primary	30	30	30	0			30
Cwmfelin Primary	30	27	27	0			27
Ffaldau Primary	27	21	21	0			21
Garth Primary	30	19	19	0			19

Litchard Primary	60	50	50	0		50
Llangewydd Junior	90	84	84	0		84
Llangynwyd Primary	11	8	8	0		8
Maes-yr-Haul Primary	69	59	59	0		59
Mynydd Cynffig Primary	46	59	59	0		59
Nantyllyllon Primary	40	27	27	0		27
Nantymoel Primary	30	18	18	0		18
Newton Primary	33	27	27	0		27
Nottage Primary	60	43	43	0		43
Ogmore Vale Primary	53	39	39	0		39
Oldcastle Primary	50	50	50	0		50
Pencoed Primary	70	64	64	0		64
Penybont Primary	45	40	40	0		40
Penyfai C in W Primary	30	30	30	0		30
Pil Primary	30	30	30	0		30
Plasnewydd Primary	45	22	22	0		22
Porthcawl Primary	25	21	21	0		21
St Marys Primary	30	34	34	0		34
St Marys and St Patricks Primary	25	25	25	0		25
St Roberts Primary	22	27	27	0		27
Tondu Primary	42	33	33	0		33
Trelales Primary	30	28	28	0		28
Tremains Primary	65	64	64	0		64
Tynyrheol Primary	10	14	14	0		14

West Park Primary	55	50	50	0			50
Ysgol Gymraeg Bro Ogwr	54	65	65	0			65
Y G G Cwm Garw	30	22	22	0			22
Y G G Cynwyd Sant	45	39	39	0			39
Ysgol Y Ferch o'r Sger	33	33	33	0			33
Archbishop McGrath School	131	157	134	7	4	0	157
Brynteg Comprehensive	333	217	217	0			217
Bryntirion Comprehensive	210	241	241	0			241
Coleg Cymunedol Y Dderwen	276	207	207	0			207
Cynffig Comprehensive	180	130	130	0			130
Maesteg Comprehensive	228	169	169	0			169
Pencoed Comprehensive	214	142	142	0			142
Porthcawl Comprehensive	246	194	194	0			194
YGG Llangynwyd	165	104	104	0			104
<b>Total</b>	-	3251	3228	7	4	0	3251