

## **Bridgend County Borough Council**

### **Approved minutes of the meeting of the Admission Forum Civic Offices, 27 March 2018**

#### **LA Representatives**

Mr R Davies (RD)	Group Manager, Business, Strategy and Performance
Mrs D Davies (DD)	Principal Officer, Knowledge and Learner Support
Mrs M Treharne (MT)	School Support Officer

#### **School Representatives**

Mr A Slade (AS)	Headteacher, Porthcawl Comprehensive School
Mrs K John (KJ)	Headteacher, Brackla Primary School
Mrs R Dixon (RD)	Headteacher, Ysgol Y Ferch O'r Sger Corneli

#### **Governor Representative**

Mr W Bond (WB)	Heronsbridge School
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#### **Also present at the meeting**

Ms K McDermott (KM)	Vulnerable Groups Manager
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#### **1. Welcome**

The chair welcomed and introduced KM to the forum members

#### **2. Apologies**

Apologies were received and accepted from Mr J Tarran, Cllr C Smith, Mr J Evans and Ms C Christy.

#### **3 To confirm the minutes of the meeting held on 7 September 2017**

The minutes of the meeting were approved as an accurate record.

#### **4 Presentation on vulnerable groups and the permanent exclusion protocol – Keeva McDermott**

KM informed members that an internal restructure had been completed, and resulted in a new service being created to support learners identified as being vulnerable. KM had recently been appointed as the Vulnerable Groups Manager, and they were in the process of recruiting a number of Vulnerable Group Co-ordinators. The co-ordinators would form close links with the Lead Education Welfare Officer (EWO).

KM explained that there would be a two tier system. The first tier is for the statutory work in relation to Looked After Children (LAC), Elective Home Education (EHE), Child Protection and Children Missing in Education (CME). The officers will provide advice, support and training in all aspects of vulnerable groups.

The second tier is for referrals, there will be a long list referral criteria such as permanently excluded pupils, LAC placements and new refugees to the county.

The forum members were informed that the current Pupil Placement Panel has disbursed and is now known as the Access to Education Panel. The panel will be chaired by Lindsay Harvey and, or Nicola Echanis. They will be responsible for making quicker decisions

and ensuring quicker actions and outcomes. It is also anticipated that the managed move process would be managed by the vulnerable groups' team.

KM stated that Welsh Government would be issuing new statutory EHE guidance in December 2018, they will place more statutory duties on local authorities and the role will not just be monitoring pupils who are EHE.

**5 Response to the consultation on the local authority's draft Admission Policy 2019/2020**

RD informed the members that this was the first year that the forum took the approach to take the admission policy to Cabinet. The policy was discussed and amended at the last forum meeting in September 2017 and was presented to Cabinet in October 2017. The policy was then sent out to consultation with relevant stakeholders and the closing date was 31 December 2017. RD confirmed that no responses were received and the final report was being put forward to Cabinet today.

**6 To finalise the Forum's view on the local authorities Admission Policy 2019/2020**

The forum agreed to the final policy, subject to any changes made by Cabinet.

**7 Proposed changes to school Published Admission Numbers (PAN)**

RD informed the forum that the proposed change to the PANs for schools was also being considered at Cabinet today. The forum noted the detail of the changes.

A letter was received from the governing body of Maes yr Haul Primary School making representations to the local authority to consider increasing their PAN from the new proposed change of 70 to 75. The local authority considered the information provided and looked at the space at the school to increase the PAN to 75. This was agreed and has been put forward as a recommendation in the Cabinet report. RD confirmed that there were only changes made to primary school PANs and if agreed, they would come into force from 2019/2020.

**8 Update on review of catchment areas**

RD informed members that the local authority was waiting on the conclusion of band A school modernisation projects to see what the impact has been on the schools. The proposal for 2018/2019 is to bid for funding to bring in a consultant to carry out a feasibility study to look at our catchment boundaries. The work may not start until this time next year so that the new schools become embedded. This will then feed into the band B proposals.

**9 Update on statutory admissions**

MT gave an update on the current admissions round. Letters had been sent out on 1 March in relation to the secondary admissions and the reception admission round was currently underway, and parent would be informed of places on 16 April 2018. RD informed the forum that there had been a number of refusals at Bryntirion Comprehensive School and that a number of appeals had been received which would be heard in April.

MT explained about the appeal process and that there had been a number of in year transfer appeals that had already been carried out for Bryntirion and other schools over the last 12 months.

**10 The local authority's draft self-evaluation in respect of school admissions**

RD informed the forum members that the Director had discussed this at the recent Secondary heads meeting last week. The directorate had been reviewing the way they

are self-evaluating. They would be look at initiatives such as Team Bridgend and the engagement with headteachers around strengths and weaknesses.

RD acknowledged that previously we had not done enough to support parents with online admissions. RD explained that Bridgend were launching the 'One Account'. There would be a number of elements to the account; one of these would be the online admissions form. The new online service would allow members of the community to set themselves up on the portal, and they would be able to access a number of services, which would include applying online for all future statutory admissions.

One of the forum members queried about the lack of information that schools are receiving from the local authority in relation to in year transfers. RD explained that we can only give the relevant information on the form to the school. If there was any support that was needed for the learner that was identified on the forum the department would pass this information on to the relevant agency such as inclusion and they would then link in with the school. RD reminded the forum members that schools can contact the outgoing school direct because they are the data controller. When the learner is put on roll they would also access the Common Transfer File (CTF) which would also be a source of information.

**11 Admission Forum annual report**

The forum noted the detail of the report.

**12 Any Other Business.**

There was no other business. It was agreed to set a date for the autumn meeting nearer the time.