

Admission Forum Annual Report 2017-2018

Admission Authority: Bridgend County Borough Council (BCBC)

Secretary to the Forum: Mandy Jones

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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. Mr R Davies	Group Manager - Business Strategy & Performance, Education and Family Support Directorate, Bridgend County Borough Council Chair from mid October 2014.	3 years	LA
2. Mr J Tarran	Headteacher, Archdeacon John Lewis Church in Wales Primary School Vice Chair from mid October 2014	4 years	CIW/VA
3. Cllr Mr C Smith	Cabinet member for Education and Regeneration, Bridgend County Borough Council	1 year	LA
4. Mrs D Davies	Principal Officer, Knowledge and Learner Support, Education and Family Support Directorate, Bridgend County Borough Council (Forum member from March 2018)	0 years	LA
5. Mr A Slade	Headteacher, Porthcawl Comprehensive School	1 year	S/CV
6. Mrs A Keller	Headteacher, Archbishop McGrath Catholic High School	2 years	S/VA
7. Mrs K John	Headteacher, Brackla Primary School	0 years	S/CV
8. Mrs S Jayne	Headteacher, Ysgol Gynradd Gymraeg Bro Ogwr	0 years	S/CV

9.	Mr J Evans	Headteacher, Heronsbridge School	0 years	S/CV
10.	Mr W Bond	Governor Heronsbridge School	10* years (reappointed November 16)	PG

***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, 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

	Date	Number of forum members in attendance - by category
First meeting	7 September 2017	8 : 2 x LA; 1 x S/VA; 4 x S/CV; 1 x PG
Second meeting	27 March 2018	8 : 3 x LA; 1 x S/VA; 3 x S/CV; 1 x PG

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 2017-2018 within the timescale stipulated in the Regulations.

No consultation documents have been seen from other admission authorities that are not local authorities bordering 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 local authority's centralised admission process allows greater control and monitoring of the admission of vulnerable children.

Two specific admissions panels are in operation:

- the CAMHS (Child and Adolescent Mental Health Service) and Complex Medical Panel, which meets monthly; and
- the Access to Education Panel (replacing the Pupil Placement Forum).

The Access to Education Panel meets monthly and its role is to:

- work collaboratively in the best interests of pupils;
- ensure that pupils' needs are met and provision provided within a timely manner;
- consider any planning or additional support required while pupils await provision; and
- ensure that there is responsibility/accountability for ownership of individual pupils.

In discharging its role, the panel:

- monitors and advises on risks and issues that may prevent a pupil accessing education and achieving his/her potential;
- initiates meetings and problem solving activities that support a pupil accessing and to be able to thrive in education;
- endeavours to provide suitable, efficient and full time education to all pupils in a timely manner;
- has due regard for any identified medical need, physical or medical or any identified additional learning need (ALN);
- has due regard for any identified actual or potential vulnerabilities of the child including, but not limited to, whether there are safeguarding or child protection concerns, the child is a looked after child or is a member of a group identified as being potentially vulnerable;
- has a child-centred focus in all aspects of planning and provision;
- has due regard to data protection and privacy in information sharing and handling; and
- has regard for the rights of the child under the United Nations Convention on the Rights of the Child (UNCRC).

Looked after children (LAC) are prioritised for admission to the school of their choice. In the year, the Learner Support Team worked closely with the LAC Education Co-ordinator and, later, the Vulnerable Groups Manager, to ensure LAC pupils were able to 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 with medical or psychological conditions or particular social circumstances (such as young carers) are included in the local authority's school admissions oversubscription criteria. Evidence is required from a registered health professional that sets out the reasons why the preferred school is the most suitable school and what difficulties would arise if the child had to attend another school.

In the year, the children of two refugee families were supported to access appropriate education provision within Bridgend. The local authority makes a judgement about best placement taking into full account the advice from the local authority'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 local authority has a robust process and all in-year admission/transfer requests are considered against a school's published admissions number and the current class structures and numbers.

The number of in-year/transfer applications processed is detailed in Figure 1. There was a decrease in the number of applications in 2017-2018 compared to 2016-2017.

Figure 2 evidences that the local authority has achieved a year-on-year reduction in the average number of school days between the date of receipt of in-year admission/transfer applications and the date of the admission decision.

Figure 3 evidences that the local authority has achieved a year-on-year reduction in the average number of school days between the date of receipt of in-year admission/transfer applications and the date of the pupils being placed on roll at the agreed school. In 2017-2018, the local authority adopted the approach admissible under the School Admissions Code 2013 in respect of occasions when there is a place in the relevant year group at the requested school but the in-year school admission/transfer application is not made in consequence of a house move, or the local authority determines that there is no need for an immediate move of school. In such circumstances, the local authority arrange for the child to start at the school at the beginning of the following term. This is to minimise disruption to the education of both the child and the other children at the school. The average number of school days between the date of receipt of in-year admission/transfer applications and the date of these pupils being placed on roll at the agreed school was less than 30 days.

Figure 1

Academic Year	Total number of in-year admission/transfer applications processed	Primary		Secondary	
		Number of in-year admission/transfer applications processed	Number of in-year admission/transfer applications that did not proceed	Number of in-year admission/transfer applications processed	Number of in-year admission/transfer applications that did not proceed
2015-2016	938	690	94	248	64
2016-2017	1377	1035	148	342	67
2017-2018	984	742	111	242	64

Figure 2

Academic Year	Average number of school days between receipt of application and admission decision	
	Primary	Secondary
2015-2016	6.88	13.14
2016-2017	5.38	8.41
2017-2018	3	3.312

Figure 3

Academic Year	Average number of school days between receipt of application and date on roll					
	Primary		Secondary		All	
2015-2016	18.237		20.551		18.781	
2016-2017	14.954		20.354		16.234	
	Deferred and non-deferred					
	Non-Deferred	Deferred	Non-Deferred	Deferred	Non-Deferred	Deferred
2017-2018	11.042	29.252	16.038	28.110	12.026	28.930

What key admission issues have been identified for the area?

What are they and how has the forum addressed them?

- **Starting Schools Booklet 2018-19** – 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 2019-20** – the forum considered the draft policy and amendments; noted responses received and approved the final policy.
- **School published admission numbers (PANs) for 2019-2020** – the forum considered information on proposals for changes to the PANs and representations received through the consultation.
- **Annual Report** - the forum received the Annual Report for 2016-17.
- **Common Dates** – the forum received the draft admissions timetable for 2019-20 admissions and noted that this would be distributed to voluntary aided schools.
- **Support for vulnerable groups of learners** – the forum received information on the new service created within the Education and Family Support Directorate to support learners identified as being vulnerable. This includes but is not limited to, learners who are looked after children (LAC), learners who are electively home educated (EHE), permanently excluded learners and children missing in education (CME).
- **Refugees Re-Settlement Programme** – the Admissions Forum continued to monitor the educational placement arrangements for the children of refugee families re-settled in the county.

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 local authority'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 Bridgend County Borough Council website.

Date Forum's advice published on Admission Authorities Website:

The minutes of the forum meeting held in September 2017 were published to the School Admissions Forum page of the Bridgend County Borough Council website in March 2018, following their approval. The minutes of the March 2018 meeting were published on the School Admissions Forum page of the Bridgend County Borough Council website in February 2019, following their approval.

Please also provide the relevant link:

Signature: Amanda Jones (Secretary to the Forum)

Date: 11 February 2019

Please return the completed report by 11 January 2019 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 received on time	Number of successful appeals by parents	Number of appeals held after 30 days	Number of parental preferences met 1 st , 2 nd or 3 rd
Abercerdin Primary School	30	15	15	0			15
Afon-y-Felin Primary School	15	24	24	0			24
Archdeacon John Lewis Church in Wales Primary School	30	17	17	0			17
Betws Primary School	30	17	17	0			17
Blaengarw Primary School	24	21	21	0			21
Brackla Primary School	45	44	44	0			44
Bryncethin Primary School	30	39	39	4	0	0	39
Brynmenyn Primary School	22	31	31	0			31
Bryntirion Infants School	40	28	28	0			28
Caerau Primary School	45	64	64	0			64
Cefn Cribwr Primary School	20	18	18	0			18
Cefn Glas Infants School	66	42	42	0			42
Coety Primary School	60	66	61	3	3	0	66
Corneli Primary School	46	21	21	0			21
Coychurch Primary School	19	22	22	0			22
Croesty Primary School	30	27	27	0			27
Cwmfelin Primary School	30	28	28	0			28
Ffaldau Primary School	27	14	14	0			14
Garth Primary School	30	23	23	0			23

Name of School	Admission number	Number of applications	Number of successful applications	Number of appeals received on time	Number of successful appeals by parents	Number of appeals held after 30 days	Number of parental preferences met 1st, 2nd or 3rd
Litchard Primary School	60	60	60	0			60
Llangewydd Junior School	90	94	94	0			94
Llangynwyd Primary School	11	11	11	0			11
Maes-yr-Haul Primary School	69	63	63	0			63
Mynydd Cynffig Primary School	46	65	61	0			65
Nantyffyllon Primary School	40	34	34	0			34
Nantymoel Primary School	30	21	21	0			21
Newton Primary School	33	37	37	0			37
Nottage Primary School	60	50	50	0			50
Ogmore Vale Primary School	53	49	49	0			49
Oldcastle Primary School	50	50	50	0			50
Pencoed Primary School	70	71	71	0			71
Penybont Primary School	45	46	46	0			46
Penyfai Church in Wales Primary School	30	30	30	0			30
Pil Primary School	30	30	30	0			30
Plasnewydd Primary School	45	33	33	0			33
Porthcawl Primary School	25	16	16	0			16
St Marys Primary School	30	31	31	0			31
St Marys and St Patricks Primary School	25	24	24	0			24
St Roberts Primary School	22	26	26	0			26
Tondu Primary School	42	31	31	0			31

Name of School	Admission number	Number of applications	Number of successful applications	Number of appeals received on time	Number of successful appeals by parents	Number of appeals held after 30 days	Number of parental preferences met 1 st , 2 nd or 3 rd
Trelales Primary School	30	31	31	0			31
Tremains Primary School School	65	57	57	0			57
Tynyrheol Primary School School	10	10	10	0			10
West Park Primary School	55	62	60	0			62
Ysgol Gymraeg Bro Ogwr	54	49	49	0			49
Ysgol Gynradd Gymraeg Cwm Garw	30	20	20	0			20
Ysgol Cynwyd Sant	45	39	39	0			39
Ysgol Y Ferch o'r Sgêr	33	18	18	0			18
Archbishop McGrath Catholic High School	131	126	126	0			126
Brynteg School	333	201	201	0			201
Bryntirion Comprehensive School	210	217	211	17	7	0	217
Coleg Cymunedol Y Dderwen	276	224	224	0			224
Cynffig Comprehensive School	180	170	170	0			170
Maesteg School	228	164	164	0			164
Pencoed Comprehensive School	214	150	150	0			150
Porthcawl Comprehensive School	246	183	183	0			183
Ysgol Gyfun Gymraeg Llangynwyd	165	109	109	0			109
Total	-	3263	3246	24	10	0	3263