

Admission Forum Annual Report - 2018-2019 academic year

Admission Authority: Bridgend County Borough Council (BCBC)

Secretary to the Forum: Bethan White

Contact details: pupilservices@bridgend.gov.uk 01656 642650

Address: Learner Support Team, Education and Family Support Directorate, Bridgend County Borough Council, 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, re-elected October 2019	4 years	LA
2. Mr J Tarran	Headteacher, Archdeacon John Lewis Church in Wales Primary School Vice Chair from mid October 2014, re-elected October 2019	5 years	CIW/VA
3. Cllr Mr C Smith	Cabinet member for Education and Regeneration, Bridgend County Borough Council	2 years	LA
4. Mrs D Davies	Principal Officer, Knowledge and Learner Support, Education and Family Support Directorate, Bridgend County Borough Council	1 year	LA
5. Mr A Slade	Headteacher, Porthcawl Comprehensive School	2 year	S/CV
6. Mrs A Keller	Headteacher, Archbishop McGrath Catholic High School	3 years	S/VA
7. Mrs K John	Headteacher, Brackla Primary School	1 years	S/CV
8. Mrs S Jayne	Headteacher, Ysgol Gynradd Gymraeg Bro Ogwr	1 years	S/CV
9. Mr J Evans	Headteacher, Heronsbridge School	1 years	S/CV
10. Mr W Bond	Croesty Primary School	11* 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	15 November 2018	7 : 2 x LA; 1 x S/VA; 3 x S/CV; 1 x PG
Second meeting	11 April 2019	7 : 2 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)?

Admission arrangements must be consulted on for the 'determination year', beginning two years before the school year in which the arrangements will apply.

In 2018-2019, arrangements were being determined for 2020-2021. All admission authorities within Bridgend completed the consultation and determination of admission arrangements for 2020-2021 within the timescale stipulated in the Regulations.

No consultation documents were seen in 2018-2019 from other admission authorities that are not 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?

The local authority's centralised admission process allows greater control and monitoring of the admission of vulnerable children

For both admissions rounds and in-year admissions/transfers during 2018-2019, children looked after (CLA) or previously looked after were prioritised for admission to the school of their choice. The Learner Support Team worked closely with the Vulnerable Groups Team, to ensure such pupils were able to access appropriate provision.

All children with a statement of special educational needs (SEN) were admitted to the placement named on the final statement.

The local authority's oversubscription criteria, applicable in admissions rounds, set out the relative priority of applications in respect of children with medical or psychological conditions, or particular social circumstances (such as young carers). Applications were prioritised under the criterion where the required evidence from a registered health professional was provided (the reasons why the preferred school was considered to be the most suitable school and the difficulties that would arise if the child had to attend another school) and accepted. For in-year admission/transfer applications in respect of such children where there was no capacity in the year group of the requested school, the same evidence requirements and considerations were applied to make a final determination on whether a place would be offered at the requested school.

In 2018-2019, the children of one refugee family 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.

No applications were received in respect of children who met the definition of being the child of a serving member of UK service personnel or Crown Servant.

The Access to Education Panel considers referrals of vulnerable and hard-to place pupils. The panel meets monthly and its role is to:

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

In discharging its role, the Access to Education Panel:

- monitors and advises on risks and issues that may prevent a referred pupil accessing education and achieving his/her potential;
- initiates meetings and problem-solving activities that would support a referred pupil to access and be able to thrive in education;
- endeavours to provide suitable, efficient and full-time education to all referred 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 referred pupils including, but not limited to, whether there are safeguarding or child protection concerns, the pupil 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).

Decisions made by the Access to Education Panel are informed by the work of a number of sub-panels, for example, the CAMHS (Child and Adolescent Mental Health Service) and Complex Medical Panel.

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. All in-year admission/transfer requests were considered in strict order of date received and against the requested school's published admissions number and the current class structures and numbers. Account was taken of the specific circumstances of the child and family, if appropriate. If a place was available in the relevant year group at the requested school, the place was offered. If no place was available in the relevant year group at the requested school, the application was refused and the local authority advised the applicant/s of the next nearest school with an available place in the relevant year group and the right of appeal (for applications in respect of statutory education).

The number of in-year/transfer applications processed is detailed in Figures 1 and 3, below. In the four academic years from 2015-2019, there was an increasing trend in the number of applications received and processed for primary-aged pupils, while the trend for applications for secondary-aged pupils was flat.

Figures 2 and 4 an increasing trend over the four academic years in the percentage of applications for primary-aged pupils that did not proceed, with a more significant increase being experienced in 2018-2019 than in earlier years. The trend in respect of applications for secondary-aged pupils that did not proceed was flat.

Figure 5 shows the average number of schools days between the receipt of applications and the admission decision being made. In all four academic years, the local authority's performance was below the target maximum number of days stipulated in the statutory School Admissions Code 2013, which is 15 school days. The performance needs to be viewed in the context of the trends in the number of applications received in the four academic years.

From the 2017-2018 academic year, the local authority adopted the approach admissible under the statutory 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 admission/transfer application is not made in consequence of a house move and the local authority determines that there is no need for an immediate move of school. In such circumstances, the local authority arranges 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. Figure 6 details 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 for the last four academic years.

Figures 6 and 7 provide information in respect of school admission appeals arising in respect of in-year admission/transfer applications that were refused due to no place being available in the relevant year group at the requested school.

Appendix A provides data for the 2018-2019 admissions rounds (which were actioned within the 2017-2018 academic year).

Figure 1

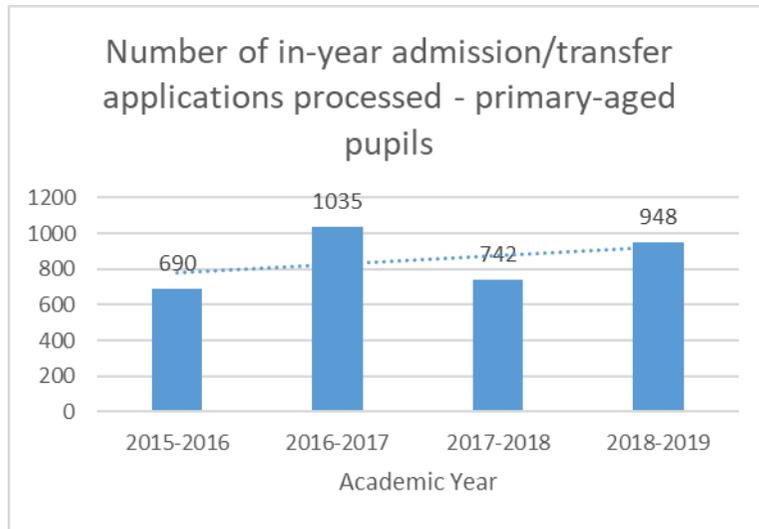


Figure 2

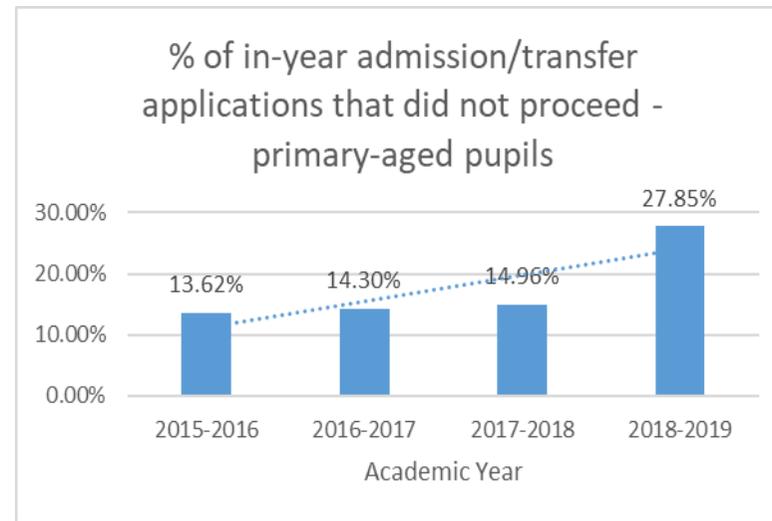


Figure 3

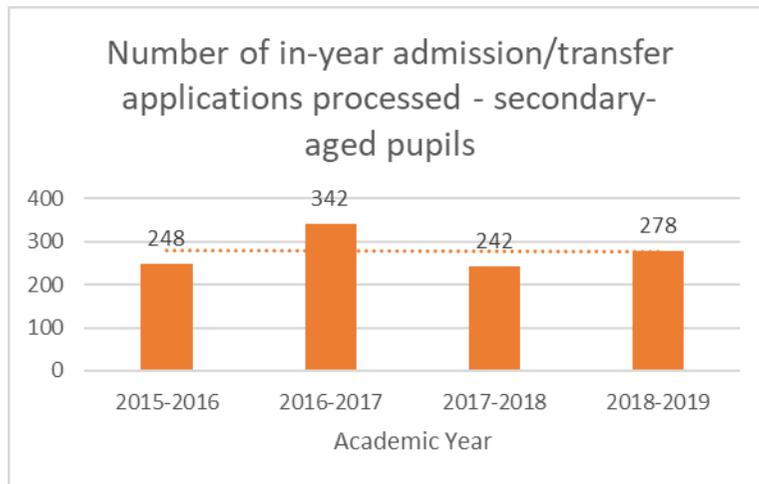


Figure 4

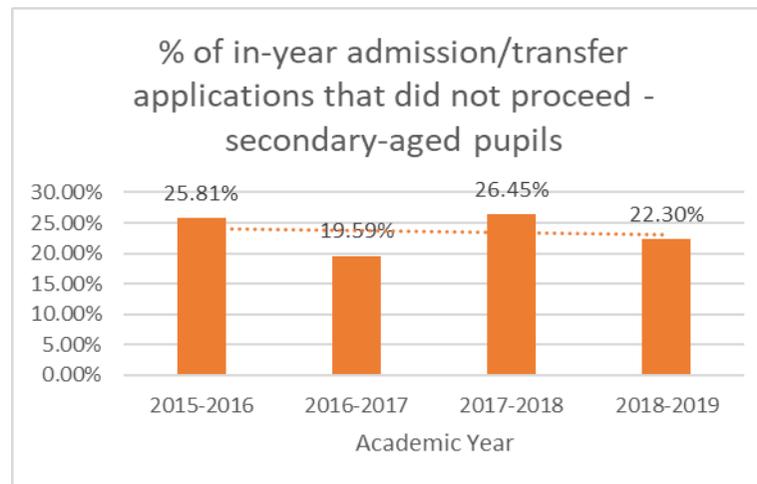


Figure 5

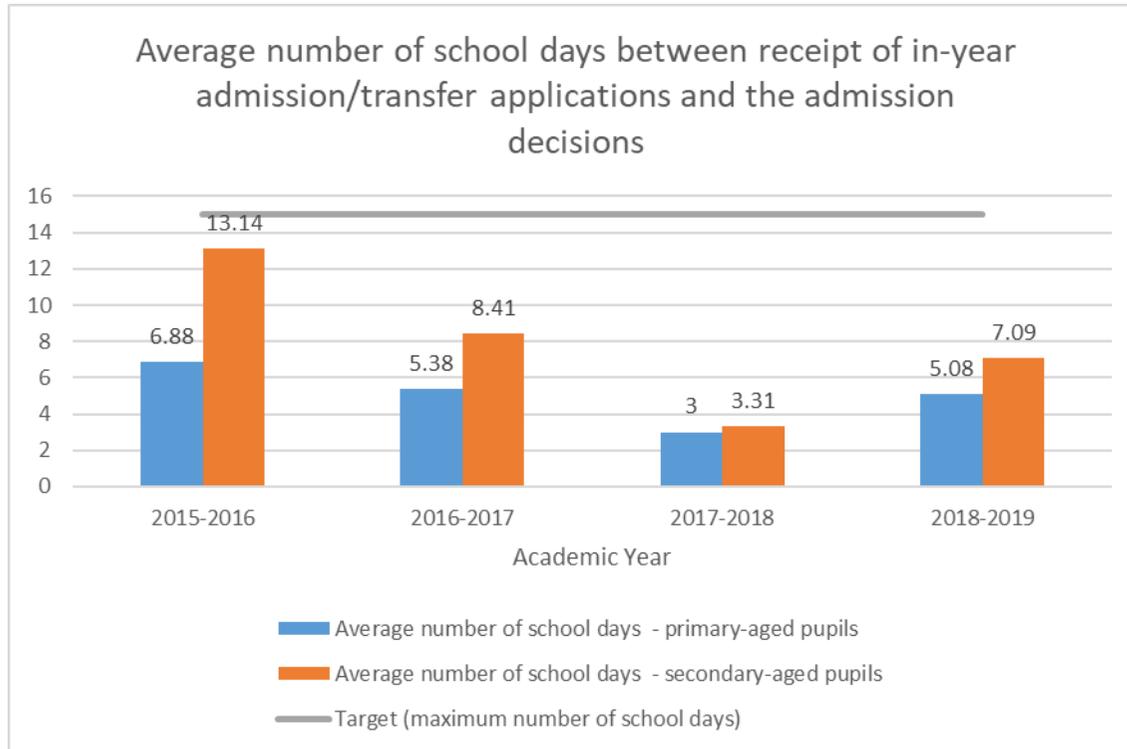


Figure 6

Academic Year	Average number of school days between receipt of in-year admission/transfer application and the date on roll					
	Primary		Secondary		All	
2015-2016	18.237		20.551		18.781	
2016-2017	14.954		20.354		16.234	
2017-2018	19.177		28.888		20.888	
	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
2018-2019	18.996	21.538	19.701	27.45	19.067	24.532

Figure 7

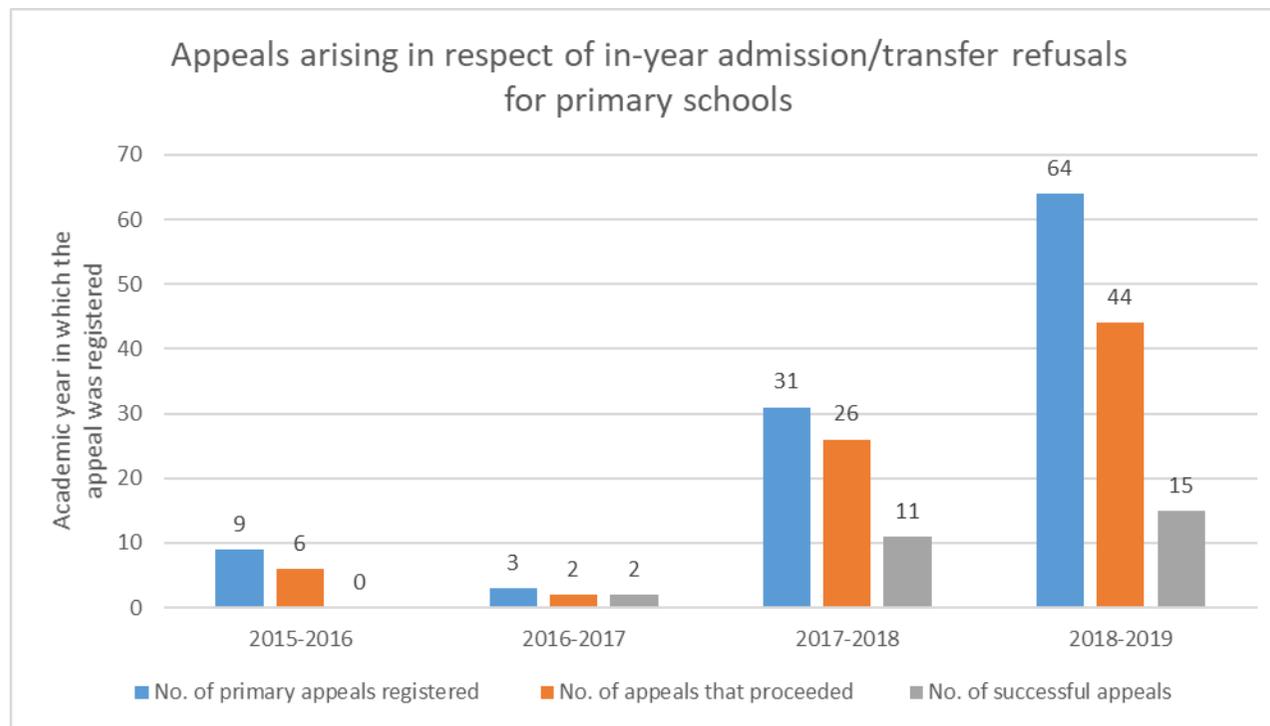
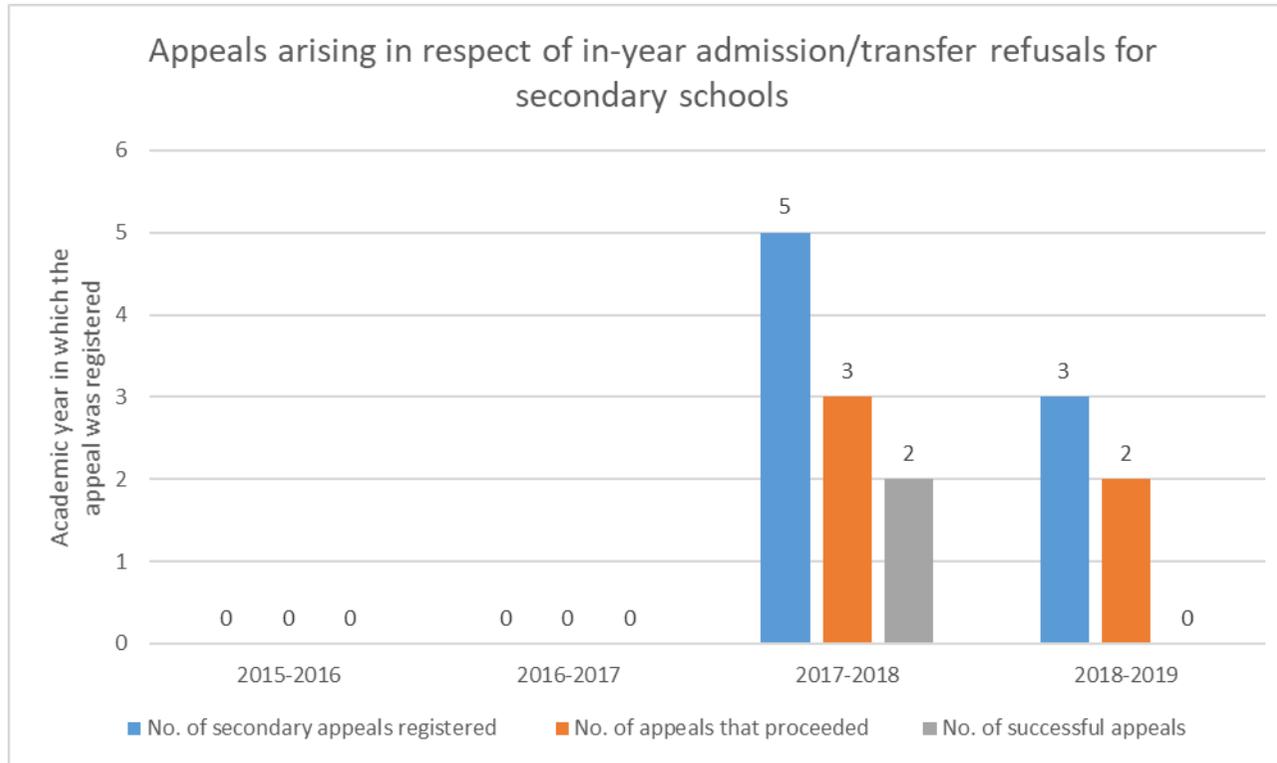


Figure 8



What key admission issues have been identified for the area?

What are they and how has the forum addressed them?

- **School capacities and pressures on school places** - the forum members were informed of pressure points within the county and the local authority's monitoring actions. Data and information on admission appeals, and issues arising, was discussed.
- **School published admission numbers (PANs) for 2019-2020** – the forum members noted proposals for increases to the PANs of some primary schools and the justifications for the changes.
- **Review of school catchment areas** – the forum members noted that the local authority was commissioning a review of school catchment areas, assessing the possible effects on both over and undersubscribed schools and the implications on school transport eligibility.
- **Online school admissions** – the forum members received updates on the implementation of online school admissions, actions taken to address any issues as they arose and the benefits of the development for applicants and the local authority.
- **Draft Admissions Policy 2020-2021** – the forum members considered proposals for changes to the previous year's policy and accepted the reasons and need for the changes, noted and approved the common dates for the admissions rounds, and approved the final policy for consultation.
- **Composite prospectus - 'Starting School'** - the forum members acknowledged the local authority's intent to review and improve the content of the prospectus.
- **Refugee re-settlement programme** – the forum members were informed that appropriate admission arrangements had been made for the children within the additional families re-settled in the Bridgend County in the year.
- **Admissions Forum Annual Report 2017-2018** - the forum members discussed aspects of the Annual Report for 2017-2018.

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 the forum's advice was published on the admission authority's website:

The minutes of the forum meeting held in November 2018 and April 2019 were published to the School Admissions Forum page of the Bridgend County Borough Council website in January 2020.

Please also provide the relevant link:

Signature:  (Secretary to the Forum)

Date: 18/02/2020

Please return the completed report by 2 December 2019 to:

SchoolsManagementDivision3@wales.gsi.gov.uk

Appendix A: Primary (reception), junior school (Year 3) and secondary (Year 7) admissions rounds for September 2018 – applications received and appeals arising

Name of primary school	Published admission number	Number of applications received	Number of parental preferences met 1; 2; 3; other
Abercerdin Primary School	30	29	29
Afon y Felin Primary School	19	16	16
Archdeacon John Lewis Church in Wales Primary School	30	21	21
Betws Primary School	30	32	30; 0; 0; 2 (admitted to specialist provision)
Blaengarw Primary School	24	25	25
Brackla Primary School	45	38	38
Bryncethin Primary School	34	47	34; 8; 5; 0
Brynmenyn Primary School	60	34	34
Bryntirion Infants School	40	32	32
Caerau Primary School	60	37	32; 0; 0; 5 (admitted to specialist provision)
Cefn Cribwr Primary School	20	20	20
Cefn Glas Infants School	66	34	34
Coety Primary School	60	74	60; 9; 4; 1
Corneli Primary School	46	32	32

Number of successful applications	Number of appeals received on time	Number of successful appeals	Number of appeals held after 30 days
29	0	0	0
16	0	0	0
21	0	0	0
30	0	0	0
25	0	0	0
38	0	0	0
34	6	0	6
34	0	0	0
32	0	0	0
32	0	0	0
20	0	0	0
34	0	0	0
60	3	0	0
32	0	0	0

Name of primary school	Published admission number	Number of applications received	Number of parental preferences met 1; 2; 3; other
Coychurch Primary School	19	19	18; 1; 0; 0
Croesty Primary School	30	25	25
Cwmfelin Primary School	30	29	29
Ffaldau Primary School	27	17	17
Garth Primary School	30	24	24
Litchard Primary School	60	62	60; 1; 1; 0
Llangewydd Junior School	90	81	81
Llangynwyd Primary School	14	7	7
Maes yr Haul Primary School	75	60	60
Mynydd Cynffig Primary School	60	45	45
Nantylfyllon Primary School	40	25	25
Nantymoel Primary School	30	25	25
Newton Primary School	33	25	25
Nottage Primary School	60	53	53
Ogmore Vale Primary School	53	45	44; 0; 0; 1
Oldcastle Primary School	60	58	58
Pencoed Primary School	72	74	72; 1; 1; 0
Penybont Primary School	45	41	41

Number of successful applications	Number of appeals received on time	Number of successful appeals	Number of appeals held after 30 days
18	0	0	0
25	0	0	0
29	0	0	0
17	0	0	0
24	0	0	0
60	0	0	0
81	0	0	0
7	0	0	0
60	0	0	0
45	0	0	0
25	0	0	0
25	0	0	0
25	0	0	0
53	0	0	0
44	0	0	0
58	0	0	0
72	0	0	0
41	0	0	0

Name of primary school	Published admission number	Number of applications received	Number of parental preferences met 1; 2; 3; other
Pen y Fai Church in Wales Primary School	30	33	30; 2; 1; 0
Pil Primary School	30	22	22
Plasnewydd Primary School	45	27	27
Porthcawl Primary School	25	25	25
St Marys Catholic Primary School	30	24	24
St Marys and St Patricks Catholic Primary School	25	24	24
St Roberts Roman Catholic Primary School	22	21	21
Tondu Primary School	42	33	33
Trelales Primary School	30	16	16
Tremains Primary School	65	43	43
Tynyrheol Primary School	10	6	6
West Park Primary School	55	35	35
Ysgol Gymraeg Bro Ogwr	54	55	55
Ysgol Gynradd Gymraeg Cwm Garw	30	28	28
Ysgol Gynradd Gymraeg Cynwyd Sant	45	28	28

Number of successful applications	Number of appeals received on time	Number of successful appeals	Number of appeals held after 30 days
30	1	0	0
22	0	0	0
27	0	0	0
25	0	0	0
24	0	0	0
24	0	0	0
21	0	0	0
33	0	0	0
16	0	0	0
43	0	0	0
6	0	0	0
35	0	0	0
55	0	0	0
28	0	0	0
28	0	0	0

Name of primary school	Published admission number	Number of applications received	Number of parental preferences met 1; 2; 3; other
Ysgol Y Ferch O'r Sgêr	33	16	16
Totals	1,963	1,622	1,579; 14; 7; 9

Number of successful applications	Number of appeals received on time	Number of successful appeals	Number of appeals held after 30 days
16	0	0	0
1,579	10	0	0

Name of secondary school	Published admission number	Number of applications received	Number of parental preferences met 1; 2; 3; other
Archbishop McGrath Catholic High School	131	159	157, (2 refused)
Brynteg School	333	272	272
Bryntirion Comprehensive School	210	251	210; 19; 12, 10
Coleg Cymunedol Y Dderwen	276	251	243; 0; 0; 8
Cynffig Comprehensive School	180	129	129
Maesteg School	228	165	165
Pencoed Comprehensive School	214	143	141
Porthcawl Comprehensive School	246	216	216

Number of successful applications	Number of appeals received on time	Number of successful appeals by parents	Number of appeals held after 30 days
157	1	0	0
272	0	0	0
210	25	7	0
253	0	0	0
129	0	0	0
165	0	0	0
143	0	0	0
216	0	0	0

Name of secondary school	Published admission number	Number of applications received	Number of parental preferences met 1; 2; 3; other
Ysgol Gyfun Gymraeg Llangynwyd	165	104	103
Totals	1,983	1690	1635; 19; 12; 18

Number of successful applications	Number of appeals received on time	Number of successful appeals by parents	Number of appeals held after 30 days
104	0	0	0
1649	26	7	0