

## Admission Forum Annual Report 2015-2016

**Admission Authority: WREXHAM**

**Secretary to the Forum:** Bev Griffith

**Contact details:** [bev.griffith@wrexham.gov.uk](mailto:bev.griffith@wrexham.gov.uk)

**Tel:** 01978 295426

**Address:** School Admissions, Education, 3<sup>rd</sup> Floor Lambpit Street, Wrexham, LL11 1AR

## ***Membership and attendance of the Forum***

<b>Membership and attendance of the Forum</b>			
<b>Name</b>	<b>Position</b>	<b>Time served as Forum Member *</b>	<b>Membership by category (see table below)</b>
Mrs Maria Rimmer	Chair/Headteacher, Catholic and Anglican Secondary Schools	5 Years Chair April 2014	RC
Mr John Davies	Wrexham LA/Head of Education	7 Years	LA, LA/SEN, LA/LAC
Mr Dafydd Ifans	Wrexham LA/Head of Education Infrastructure & Support Services	7 Years	LA, LA/SEN, LA/LAC
Mrs Karen Parry	Wrexham LA/Inclusion Cluster Officer	1 Year	LA, LA/SEN, LA/LAC
Ms Paula Parry	Access and School Places Manager	2 Years	LA, LA/SEN, LA/LAC
Cllr Michael Williams	Lead Member for Children Services and Education	4 Years	L/COM
Mrs Rita Price	Diocesan Commissioner for RC Schools	11 Years	RC
Mrs Rosalind Williams/ Sheridan Goody	Diocesan Schools Officer for CiW Schools	8 Years  2 Year	CIW
Mr Simon Ellis	Headteacher, Foundation Schools	5 Years  Vice Chair	S/F
Mrs Nicola Booth	Headteacher, St Mary's Aided School, Ruabon	6 Years	S/VA

Mr Carwyn Davies	Headteacher, Welsh Medium Schools	2 Years	S/CV
Ms Sarah Hurst	Headteacher, Primary Infant Schools	10 Years	S/CV
Mrs Maxine Pittaway	Headteacher, Special Schools	7 Years	LA, LA/SEN, LA/LAC
Ms Kelly Senior	Cheshire West and Chester LA	2 Years	LA, LA/SEN, LA/LAC
Mrs Helen Evans	Denbighshire LA	3 Years	LA, LA/SEN, LA/LAC
Mrs Gill Yates/Mrs Christine Roberts	Flintshire LA	11 Years	LA, LA/SEN, LA/LAC
Mrs Carol Sneddon	Shropshire LA	5 Years	LA, LA/SEN, LA/LAC
Mrs Alison Fisher	Primary Parent Governor	4 Years	PG
Mr David Edwards	Secondary Parent Governor	2 Years	PG

**\*If served more than 4 years also include date of re-election.**

<b>Acronyms for Core Members</b>		
<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
<b>First meeting</b>	<b>22.10.2015</b>	<b>12</b> <b>1 x PG</b> <b>1 x S/F</b> <b>2x S/CV</b> <b>1 x RC</b> <b>4 x LA</b> <b>2 x Other LA Reps</b> <b>1 x S/VA</b>
<b>Second meeting</b>	<b>21.04.2016</b>	<b>12</b> <b>1 x PG</b> <b>1 x S/F</b> <b>2 x S/CV</b> <b>1 x RC</b> <b>3 x LA</b> <b>1 x L/COM</b> <b>1 x CIW</b> <b>2 x Other LA Reps</b>

<b>Third meeting</b>	<b>01.11.2016</b>	<b>12</b> <b>1 x S/F</b> <b>1 x S/CV</b> <b>1 x RC</b> <b>5 x LA</b> <b>1 x CIW</b> <b>2 x Other LA Reps</b> <b>1 x S/VA</b>
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**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 the aided/foundation schools submitted their admission policies to the Local Authority in time for inclusion in the Parents' Guide to Education Services in Wrexham 2017/2018.

**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?**

To ensure that the needs of vulnerable children are met during the admissions process a number of key officers liaise closely with staff in the Admission Section. Where pupils have a Statement of Special Educational Needs (SEN), the relevant SEN Officers work with Admissions to inform them of likely placements which may be different from their local mainstream school. This is particularly important for those pupils likely to attend a special school or resourced provision within a mainstream school.

The Admissions team attend school open evenings and schools can also identify pupils who have not applied using a new PRIME portal. This enables the Admissions team to assist families who may be experiencing problems with the application process before the closing date.

Children who are Looked After (LAC), or previously looked after, have their needs met by support from the LAC Education Co-ordinator who liaises with Admissions and ensures that their LAC status is reflected in the admissions process where they are given highest priority in the over-subscription criteria.

Pupils for whom English is an Additional Language (EAL) are supported by the EAL Service and part of the service's remit is to ensure smooth admission into school for EAL pupils, making sure that both the family and school are fully prepared for the admission. In addition, staff from Behaviour Support and the Travellers Education Service will support pupils at times of admission or transfer between schools where appropriate. The Education Social Work Service will also work with admissions to ensure that vulnerable pupils (and their families) are assisted through the admissions process.

The Local Authority follows the guidance provided by Welsh Government on Effective Managed Moves. Information document No: 096/2011 the link is provided below.

<http://gov.wales/docs/dcells/publications/110301effectiveen.pdf>

The Admissions Forum identified the need for monitoring expected outcomes against actual outcomes in order to assess the effectiveness of the current arrangements.

**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?**

Wrexham has an agreed mid-phase school transfer procedure, with the LA being the first point of contact for all such requests within the County. This process continues to be under review. The process enables the Admission Team to keep the central pupil database up to date and assists the early identification of 'vulnerable' children. In addition guidelines have been agreed for dealing with more complex and difficult transfer requests, particularly at year 10/11 where these years are considered to be a 2 year course; transfer requests to other schools within Wrexham, after Year 9, could have a negative impact on pupils' academic progress and may not therefore be considered appropriate by the LA.

Information is available to parents through the LA's composite prospectus. The CAPITA A&T 'In Year' software is now used to record mid-phase transfers.

See the spreadsheet (*Appendix 1*) outlining mid-phase transfers for the academic year 2015/2016.

The number of mid-phase transfers has fallen from 745 for the academic year 2013-14 to 666 for this academic year.

**What key admission issues have been identified for the area?**

**What are they and how has the forum addressed them?**

**Inappropriate/Incomplete Mid Phase Transfers** – The process highlighted incomplete forms were being submitted with no communication with the current schools, the Admission team have tightened the process to ensure they have accurate and complete data and that there is a more robust approach to dealing with and monitoring transfers. Schools via Primary Heads Federation and Wrexham Association of Secondary Headteachers, and Parents have received reminders on how the process works and can follow a simple flow chart.

**Oversubscription and Capacity at The Maelor (Foundation) and St Joseph's Catholic and Anglican High School -**

The Maelor reported 40 appeals, later reduced to 26, in previous years it was reported that they had admitted a number of pupils from the town centre in addition to their feeder schools, this year there were no pupils admitted from the town centre under distance, due to the fact that there were a number of sibling applications the school has struggled to continue to take all pupils from their designated feeder primaries. As a result the school may wish to consider consultation on no longer having designated feeder schools.

St Joseph's have consulted on and raised their admission number to 145 in order to help meet demand, the Headteacher has raised concerns regarding individuals being refused a place when they would previously have been admitted using the same criteria, there is an increasing demand in the faith sector both at Primary and Secondary.

**Bordering Authorities –**

It was raised how do we find an appropriate balance between promoting Wrexham schools and where schools just over the border are mounting advertising campaigns within Wrexham. Whilst we understand the difficulty this can cause there is little the LA can do to deter those schools. Concerns were raised over the volume of pupils who are educated other than in Wrexham.

**Welsh medium provision -**

We are experiencing increased demand for Welsh medium as with English medium, there are a number of oversubscribed schools but there is sufficient capacity within the county to accommodate all those who request a place. Further reports were to be taken to Scrutiny Committee to consider whether altering the admissions criteria would aid the allocation of preferred places.

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

Not Applicable

**Date Forum's advice published on Admission Authorities Website:**

**[Please also provide the relevant link:](#)**

**Signature: Bev Griffith**

**(Secretary to the Forum)**

**Date: 29 November 2016**

**Please return the completed report by 30 November 2016 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>
<b>Total</b>							