

# Admission Forum Annual Report 2016-2017

**Admission Authority: WREXHAM**

**Secretary to the Forum: Bev Griffith**

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## Membership and attendance of the Forum

Name	Position	Time served as Forum Member *	Membership by category (see table below)
Mr John Davies	Wrexham LA/Head of Education	8 Years	LA, LA/SEN, LA/LAC
Mr Dafydd Ifans	Wrexham LA/Head of Education Infrastructure & Support Services	8 Years	LA, LA/SEN, LA/LAC
Mrs Karen Parry	Wrexham LA/Inclusion Cluster Officer	2 Year	LA, LA/SEN, LA/LAC
Ms Paula Parry	Access and School Places Manager	3 Years	LA, LA/SEN, LA/LAC
Cllr Michael Williams	Lead Member for Children Services and Education	5 Years	L/COM
Mrs Rita Price	Diocesan Commissioner for RC Schools	12 Years	RC
Sheridan Goody	St Asaph Diocesan Business Support Officer, CinW	3 Year	CIW

Mr Simon Ellis	Headteacher, Foundation Schools	6 Years Vice Chair	S/F
Mr Christopher Wilkinson	Headteacher, Catholic and Anglican Secondary Schools	01/11/2016	RC
Mrs Nicola Booth	Headteacher, St Mary's Aided School, Ruabon	7 Years	S/VA
Mr Carwyn Davies	Headteacher, Welsh Medium Schools	3 Years	S/CV
Ms Sarah Hurst	Chair, Headteacher, Primary Infant Schools	11 Years	S/CV
Mrs Maxine Pittaway	Headteacher, Special Schools	8 Years	LA, LA/SEN, LA/LAC
Ms Kelly Senior	Cheshire West and Chester LA	3 Years	LA, LA/SEN, LA/LAC
Mrs Helen Evans	Denbighshire LA	4 Years	LA, LA/SEN, LA/LAC
Mrs Gill Yates/Mrs Christine Roberts	Flintshire LA	12 Years	LA, LA/SEN, LA/LAC
Mrs Carol Sneddon	Shropshire LA	6 Years	LA, LA/SEN, LA/LAC
Mrs Alison Fisher	Primary Parent Governor	5 Years	PG
Mr David Edwards	Secondary Parent Governor	3 Years	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	<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>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>

<p style="text-align: center;"><b>Second meeting</b></p>	<p style="text-align: center;"><b>01.11.2016</b></p>	<p><b>12</b></p> <p><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></p>
<p style="text-align: center;"><b>Third meeting</b></p>	<p style="text-align: center;"><b>06/04/2017</b></p>	<p><b>12</b></p> <p><b>1 x S/F</b>  <b>2 x S/CV</b>  <b>1 x RC</b>  <b>4 x LA</b>  <b>1 x CIW</b>  <b>2 x Other LA Reps</b>  <b>1 x PG</b></p>

**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)?**

Gresford All Saints Voluntary Aided, St Mary's Overton, St Mary's Ruabon, St Mary's Catholic Primary consulted within the timescales.

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 2018/2019.

**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 run 'drop in' sessions in the town centre 'Contact Wrexham' throughout the admissions process. Schools can also identify pupils who have not applied using a 'PRIME' portal, this enables the Admissions team to assist families who may be experiencing problems with the application process prior to 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 the LAC status is reflected in the admissions process, thereby ensuring that they are given highest priority in the over-subscription criteria.

The Admissions team work closely with Wrexham's Community Diversity Officer and the British Red Cross when securing school placements for refugee children as part of the 'Vulnerable Persons Relocation Scheme'. Pupils for whom English is an Additional Language (EAL) are further supported by the EAL Service. The service ensures smooth admission into school for EAL pupils, making sure that both the family and school are fully prepared for the admission and support the pupils thereafter.

In addition, staff from Behaviour Support and the Travellers Education Service will support pupils at times of admission or transfer between schools as appropriate. The Education Social Work Service also works 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>

**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?**

Whilst 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.

The current process enables the Admissions team to keep the central pupil database updated, and further assists the early identification of more 'vulnerable' pupils.

In addition guidelines were 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.

Parents are advised that transfers should only take place at the beginning of term unless they involve a house move or exceptional circumstances, this is enforced to minimise disruption to both their individual, and other pupil's education.

This process continues to be under review and all relevant information is available to parents through the LA's composite prospectus. The CAPITA Admissions & Transfer (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 2016/2017.

The number of mid-phase transfers has risen from 666 for the academic year 2015-2016 to 712 for this academic year, a rise of just under 7%.

The current process is under review to tighten procedure even further from both the schools and the LA.

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

**Wording within Policies**

Clarification on age criteria for sibling link at Maelor Penley, reinforced 11-16 as they have a sixth form provision. Previously difficult to apply oversubscription if parents identified a sibling not yet confirmed as accepted into the sixth form at time of application.

**Access – School Growth**

Some schools have experienced a sharp growth of applications during the admission round and in year transfers, due to budget allocation arrangements no additional funding was provided mid-year therefore some schools did express concern. Referred to Schools Budget Forum.

**Inclusion**

Limited provision for the growing demand within Foundation Phase for Resourced Provision, strategic planning at School organisation level required.

Increase in EAL pupils coming into the County 50 requests since September 2016. Pressure acknowledged.

**Welsh Medium - Primary**

Demand continues to grow. Admissions successfully allocated 98.2% of pupils to their 1<sup>st</sup> preference school. School organisation strategic planning via WESP and 21<sup>st</sup> Century Schools.

**In year Transfers**

Numbers continue to rise and the impact on the receiving schools is a concern at both Primary and Secondary level, protocols to be reviewed.

**Oversubscription**

Whilst we have sufficient places across Wrexham, there are a number of pressures due to popularity of some schools, leading to

oversubscription and a number of appeals for 1<sup>st</sup> preference refusals.

***Primary Provision – As detailed in attached data***

- Faith – Town Centre Faith Primary schools oversubscribed at Nursery & Reception
- Community – Town Centre schools oversubscribed at Nursery & Reception
- Welsh medium – Some oversubscription in particularly popular provisions.

***Secondary Provision - As detailed in attached data***

- Faith - St Josephs oversubscribed
- Community – Darland and Grango oversubscribed
- Foundation – Maelor, Penley oversubscribed

Some solutions already achieved through redevelopment and extension where feasible. 21<sup>st</sup> Century schools programme to continue as are smaller scale LA lead schemes.

**Consultations**

Two current consultations Ceiriog Valley and Closure of Rhiwabon 6<sup>th</sup> Form. Forum to be updated as decisions are confirmed.

**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: 30 November 2017**

**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>
<b>Total</b>							