

Admission Forum Annual Report 2014 - 2015

Admission Authority: Wrexham

Secretary to the Forum: Mrs Bev Griffith Contact details: Bev.Griffith@wrexham.gov.uk tel: 01978 295426

Address: Children and Young People Service, 3rd Floor Lampit Street, LL11 1LG

Membership and attendance of the Forum

Name	Position	Time served as Forum Member *	Membership by category (see table below)
Mrs Maria Rimmer	Chair/Headteacher, Catholic and Anglican Secondary Schools	4 Years Chair April 2014	RC
Mr Brendan MacDonald	Vice Chair/Headteacher, Primary Junior Schools	4 Years Vice Chair April 2014	S/CV
Mr John Davies	Wrexham LA/Head of Education	6 Years	LA, LA/SEN, LA/LAC
Mr Dafydd Ifans	Wrexham LA/Head of Education Infrastructure & Support Services	6 Years	LA, LA/SEN, LA/LAC
Mr Nick Williams	Wrexham LA/Head of Education Effectiveness and Inclusion	7 Years	LA, LA/SEN, LA/LAC
Mrs Sally Richard-Simpson	Wrexham LA/Inclusion Cluster Officer	2 Year	LA, LA/SEN, LA/LAC
Ms Paula Parry	Access and School Places Manager	1 Year	LA, LA/SEN, LA/LAC
Cllr Michael Williams	Lead Member for Children Services and Education	3 Years	L/COM
Mrs Rita Price	Diocesan Commissioner for RC Schools	10 Years	RC
Mrs Rosalind Williams/ Sheridan Goody	Diocesan Schools Officer for CiW Schools	7 Years 1 Year	CIW

Mr Simon Ellis	Headteacher, Foundation Schools	4 Years	S/F
Mrs Nicola Booth	Headteacher, St Mary's Aided School, Ruabon	5 Years	S/VA
Mr Carwyn Davies	Headteacher, Welsh Medium Schools	1 Year	S/CV
Ms Sarah Hurst	Headteacher, Primary Infant Schools	9 Years	S/CV
Mrs Maxine Pittaway	Headteacher, Special Schools	6 Years	LA, LA/SEN, LA/LAC
Ms Kelly Senior	Cheshire West and Chester LA	1 Year	LA, LA/SEN, LA/LAC
Mrs Helen Evans	Denbighshire LA	2 Year	LA, LA/SEN, LA/LAC
Mrs Gill Yates/Mrs Christine Roberts	Flintshire LA	10 Years	LA, LA/SEN, LA/LAC
Mrs Carol Sneddon	Shropshire LA	4 Years	LA, LA/SEN, LA/LAC
Mrs Alison Fisher	Primary Parent Governor	3 Years	PG
Mr David Edwards	Secondary Parent Governor	1 Year	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	13 November 2014	18 Total 2 x PG 1 x F 4 x S/CV 2 x RC 5 x LA 1 x L/COM 3 x Other LA Reps
Second meeting	23 April 2015	15 2 x PG 1 x F 2x S/CV 2 x RC 3 x LA 1 x L/COM 3 x Other LA Reps 1 x CIW
Third meeting	N/A	

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 2016/2017.

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. Also the need for the earlier identification of children who may require 1:1 support to be raised through the SENCo Forum.

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 are not therefore 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 2014/2015.

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?**

Continued over-subscription at a number of primary schools has been recognised, admission numbers have been reviewed and increased where accommodation allowed. The LA is constrained by the availability of funding to increase the size of schools in high demand areas; the situation continues to be monitored.

Wrexham have identified the need to increase their SEN provision within the county. The LA are considering increasing the provision for SEN pupils at St Christopher's and Alexandra CP and are currently in discussions with Ysgol Bodhyfryd to provide a SEN foundation phase unit within a Welsh school.

There have been a small number of incidents where headteachers of primary schools have admitted pupils without going through the agreed mid-phase process. In addition some secondary school admission officers have made inappropriate remarks to parents regarding admission to their school instead of referring them to the LA Admission Team. Briefing sessions are being held for those headteachers who may be unfamiliar with the process. The mid-phase transfer process is currently under review and schools will be updated when the outcome of the review has been agreed. The Effective Managed Move protocol has been presented and approved at Primary Headteacher Federation and Wrexham Association of Secondary Headteachers meetings.

There has been particular issue around Nursery places for Welsh Medium during the September 2015 admission round, some parents have not been allocated their initial preferences due to a particular oversubscription issues at Ysgol Bro Alun & Ysgol Plas Coch. The Local Authority whilst not in a position to offer everyone a place at their most local school have sufficient places elsewhere within the county to accommodate both Nursery & Reception pupils. The Forum is aware this issue is not unique to the Wrexham area and suggests a primary Welsh medium representative is invited to join the forum. The forum sought reassurance that increase funding would be available to meet future demand for Welsh medium secondary education.

Lack of data sharing with some neighboring authorities has added to problems with oversubscription in some areas of Wrexham. The Forum has requested that an agreement is reached to alleviate the situation in future. The Forum is aware that a number of parents have received marketing from schools outside the Wrexham area and would like the LA to monitor this and report back.

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 2015

Please return the completed report by 30 November 2015 to:

SchoolsManagementDivision3@wales.gsi.gov.uk

School Admissions and Appeals

Primary - *Appendix 2*

Secondary – *Appendix 3*