

## Admission forum annual report

Please return the completed report by **30 November** each year to:

Schools Management and Effectiveness Division  
Department for Children, Education, Lifelong Learning and Skills  
Welsh Assembly Government  
Third Floor, Cathays Park  
Cardiff, CF10 3NQ

[SchoolsManagementDivision3@wales.gsi.gov.uk](mailto:SchoolsManagementDivision3@wales.gsi.gov.uk)

**Name, address and contact details for admission authority:**

**ANN JONES, WREXHAM COUNTY BOROUGH COUNCIL, CHILDREN & YOUNG PEOPLE SERVICE, LAMPBIT STREET, WREXHAM, LL11 1AR**

**01978 295424 email: [ann.jones@wrexham.gov.uk](mailto:ann.jones@wrexham.gov.uk)**

**Secretary to the forum:**

**BEV GRIFFITH 01978 295426 [bev.griffith@wrexham.gov.uk](mailto:bev.griffith@wrexham.gov.uk)**

### Membership and attendance of the forum:

Name	Position	Time in attendance
John Davies	Head of Lifelong Learning	8 Years
Dafydd Ifans	Head of Education Transformation and Workforce Planning	3 Years
Ann Jones	Performance Support Manager	9 Years
Sally Richards-Simpson	Pupil Support Officer - Secondary	November 2012
Mr N Williams	Head of Service 8 -14	4 Years
Cllr M Williams	Lead Member	4 months
Ms Rita Price	Diocesan Commissioner for RC Schools	6 Years
Mrs R Williams	Diocesan Schools Officer for CiW Schools	4 Years
Mrs M Rimmer	Catholic and Anglican High School	1 Year
Mr S Ellis	Foundation Secondary School	1 Year
Mrs N Booth	Aided Primary Schools	3 Years
Mr H Foster Evans	Welsh Medium Schools	9 Years
Ms S Hurst	Primary Infant Schools	6 Years
Mr Brendan McDonald	Primary Junior Schools	18 months
Mr John Hughes	Primary Schools	18 months
Mrs M Pittaway	Special Schools	9 Years
Mrs P Metcalf	Chester West and Cheshire	Neighbouring Authority
Mrs G Yates	Flintshire LA	Neighbouring Authority
Mrs H Evans	Denbighshire LA	Neighbouring Authority
Mrs C Sneddon	Shropshire LA	Neighbouring Authority
Mr D Wilson	Powys LA	Neighbouring Authority
Mrs H Harriman	Head of Service 0 – 8	By Invitation

Mrs Janette Curtis	Admissions Officer	By Invitation
Mrs H McKie	C&YPS Solicitor	By Invitation
Mr J Williams	Head of Service 14-19	By invitation

### Meeting dates and attendance

	Date	Number in attendance
<b>First meeting</b>	10 November 2011	21
<b>Second meeting</b>	24 April 2012	16
<b>Third meeting</b>	13 November 2012	14

Please confirm whether admission authorities within the forum area have completed the consultation and determination of admission arrangements process within the timescale 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.

All admission authorities within the forum area have completed the consultation and determination of admission arrangements process within the timescale required by the Education (Determination of Admission Arrangements)(Wales) Regulations 2006.

Please outline what admission arrangements have been put in place to serve the interests of vulnerable 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.

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. The Education Social Work Service will also work with admissions to ensure that vulnerable pupils (and their families) are assisted through the admissions process.

Where "complex" transfers have been requested (involving pupils with a number of exclusions or on the brink of an exclusion), the Complex Transfer Protocol is adopted and this involves senior LA officers considering the merits /potential difficulties of such a transfer. In such cases, the involvement of support services is usually recommended (eg attendance at an admission meeting).

Please explain how well in-year agreed admission procedures are working and the number of children admitted to each school under the procedures.

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 is under review. It 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. Straight forward transfers are subject to a 15 school day turnaround, although transfers where there are significant issues such as behavioural difficulties may take longer. The LA is currently trialling new CAPITA software to record mid-phase transfers.

See the attached spreadsheet outlining mid-phase transfers for the academic year 2011/2012.

Please provide a summary of the key admission issues in the area and how the forum has addressed them.

### **School Organisation**

The LA is working to implement the recommendations of the Primary Review Report (March 2007) which includes the amalgamation of infant and junior schools. The proposal to amalgamate Chirk Infants and Ceiriog Juniors has recently been successfully implemented. This now leaves two pairs of Infant and Junior schools which have not been amalgamated. As such the local authority only handles admissions to two Junior school settings.

Following the enactment of Federation Regulations (Wales) three schools (Ysgol Cynddelw, Ysgol Llanarmon, Ysgol Pontfadog) have entered into a federation arrangement this academic year. This does not change the admissions process for the three individual schools.

Following a public consultation on the future of Welsh medium education in the North of the County the LA has been successful in securing funding from SBIG to provide a new school. The school will open in September 2013. In the meantime the temporary arrangements at Ysgol Plas Coch will continue.

The LA has developed a Strategic Outline Plan for the 21<sup>st</sup> Century Schools programme. In order to inform Band B proposals an area based review will be undertaken, beginning with the Town Centre. The Admission Forum will be consulted on any proposals resulting from the reviews. Given the timescales for Band B funding the LA is currently exploring the use of s106 funding to support increases in available primary places in the town centre schools.

The LA is seeking to manage surplus places at its secondary schools. It is recognised that there is a significant increase in primary admissions which will transfer in time to the county's secondary schools. The LA has recently obtained agreement from the Executive Board to develop a scheme to utilise surplus classroom places and repurpose them as hot desk hubs for school improvement staff. The Government expect the LA to manage approximately 700 places by 2016. The LA's projections indicate a significant increase in demand from 2017 – 2022.

### **School Admissions**

The Forum have received reports on allocations and appeals for the 2011/12 admission round and have been informed of oversubscription resulting in pressures for places for certain areas in Wrexham. Late applications continue to present difficulties and the Forum discussed ways of publicising the Admissions Timetable more widely, emphasizing closing dates.

In June 2012 the Admission Team relocated from Lord Street to 3<sup>rd</sup> Floor, Lambpit Street Offices. Contact Wrexham Centre staff, based in Lord Street, have the initial face to face contact for admission enquiries, including handing out application forms for normal round admissions and mid-phase transfer requests. There are still a number of on-going issues surrounding this arrangement. Lambpit Street Office is closed for public access so parents who need to discuss in detail their concerns now do so via the telephone. Meetings are taking place with the Contact Wrexham supervisor to try to solve identified problems such as dealing with non English speaking families, identifying potential 'at risk' pupils and ensuring that application forms handed in to Contact Wrexham are accurately date stamped, scrutinized against an agreed check list and dispatched to the admission team without delay.

## School admissions and appeals

Name of school	Admission number	Number of applications (1 <sup>st</sup> Prefs)	Number of successful applications	Number of appeals	Number of successful appeals
<b>SEPTEMBER 2012 – NURSERY ADMISSIONS</b>					
GRESFORD, All Saints Aided Pri School	45	32	33	0	0
HOLT, Holt C P	16	7	7	0	0
LLAY, Park C P	45	47	45	0	0
MARFORD, The Rofft C P	32	16	17	0	0
ROSSETT, St. Peter's V C	35	42	35	0	0
BRYMBO, St. Mary's Aided School	22	19	19	0	0
BRYNTEG, Brynteg C P	25	21	22	0	0
GWERSYLLT, Gwersyllt Com Primary	53	47	53	0	0
GWERSYLLT, Ysgol Heulfan C P	37	52	44	0	0
NEW BROUGHTON, Ysgol Penrhyn C P	28	27	30	0	0
PENTRE BROUGHTON, Black Lane C P	20	16	16	0	0
TANYFRON, Tanyfron C P	12	26	15	0	0
ACREFAIR, Acrefair C P	28	27	27	0	0
CEFN MAWR, Cefn Mawr CP	34	29	30	0	0
RHOSYMEDRE, Rhosymedre C P	30	29	30	0	0
RUABON, St. Mary's Aided School	24	32	30	0	0
RUABON, Ysgol Maes y Llan C P	21	19	20	0	0
JOHNSTOWN, Johnstown Infant School	44	45	46	0	0
PENYCAE, Penycae C P	32	27	30	0	0
RHOS, Ysgol Maes y Mynydd C P	51	36	38	0	0

WREXHAM, St. Anne's Catholic Primary	24	21	21	0	0
WREXHAM, St. Mary's Catholic Primary	41	56	55	0	0
WREXHAM, Acton Park Primary School	60	53	59	0	0
WREXHAM, Alexandra C P	30	32	30	0	0
WREXHAM, Barker's Lane C P	28	30	30	0	0
WREXHAM, Borrass Park Infant School	58	64	60	0	0
WREXHAM, Hafod y Wern C P	37	29	29	0	0
WREXHAM, Rhosddu C P	43	48	45	0	0
WREXHAM, Wat's Dyke C P	38	31	31	0	0
BWLCHGWYN, Bwlchgwyn C P	14	14	14	0	0
COEDPOETH, Penygelli C P	45	30	33	0	0
MARCHWIEL, Ysgol Deiniol C P	19	24	21	0	0
MINERA, Minera Aided Primary	17	12	13	0	0
RHOSTYLLEN, Rhostyllen C P	27	22	22	0	0
WREXHAM, Gwenfro C P	43	38	38	0	0
WREXHAM, St. Giles V C	50	43	43	0	0
WREXHAM, Victoria CP School	52	54	53	0	0
CEFN MAWR, Ysgol Min-y-Ddol C P	14	11	14	0	0
COEDPOETH, Ysgol Bryn Tabor C P	42	37	39	0	0
RHOS, Ysgol I D Hooson C P	29	55	46	0	0
WREXHAM, Ysgol Bodhyfryd C P	49	45	46	0	0
WREXHAM, Ysgol Plas Coch C P	27	58	60	0	0
BANGOR-ON-DEE, Ysgol Sant Dunawd	20	9	9	0	0
BRONINGTON, Bronington Aided Scl	17	9	9	0	0
EYTON, Eyton V C	10	7	7	0	0
HANMER, Hanmer Aided	10	9	9	0	0
IS Y COED, St. Paul's Aided	8	5	5	0	0

OVERTON-ON-DEE, St. Mary's Aided	30	19	19	0	0
PENLEY, Madras Aided	17	9	9	0	0
TALWRN GREEN, Borderbrook V C	11	6	6	0	0
CHIRK, Infants School	58	62	62	0	0
CHIRK, Pentre V C	10	8	9	0	0
GLYN CEIRIOG, Ysgol Cynddelw C P	18	12	12	0	0
LLANARMON DC, Llanarmon DC C P	7	1	1	0	0
LLANGOLLEN, Froncysyllte C P	11	8	8	0	0
LLANGOLLEN, Garth C P	17	11	11	0	0
PONTFADOG, Pontfadog C P	8	2	2	0	0
	129				
WREXHAM EARLY YEARS CENTRE (Ad No 30, 15 mainstream, 15 resource)	15	10	10	0	0
<b>TOTALS</b>	<b>1688</b>	<b>1593</b>	<b>1577</b>	<b>0</b>	<b>0</b>



Name of school	Admission number	Number of applications (1 <sup>st</sup> Prefs)	Number of successful applications	Number of appeals	Number of successful appeals
<b>SEPTEMBER 2012 – RECEPTION ADMISSIONS</b>					
GRESFORD, All Saints Aided Pri School	45	48	45	0	0
HOLT, Holt C P	16	15	15	0	0
LLAY, Park C P	45	46	46	0	0
MARFORD, The Rofft C P	32	26	30	0	0
ROSSETT, St. Peter's V C	35	28	29	0	0
BRYMBO, St. Mary's Aided School	22	18	18	0	0
BRYNTEG, Brynteg C P	25	28	29	0	0
GWERSYLLT, Gwersyllt Com Primary	53	36	37	0	0
GWERSYLLT, Ysgol Heulfan C P	37	38	38	0	0
NEW BROUGHTON, Ysgol Penrhyn C P	28	34	30	0	0
PENTRE BROUGHTON, Black Lane C P	20	25	28	0	0
TANYFRON, Tanyfron C P	12	19	18	0	0
ACREFAIR, Acrefair C P	28	32	30	0	0
CEFN MAWR, Cefn Mawr CP	34	28	28	0	0
RHOSYMEDRE, Rhosymedre C P	30	30	30	0	0
RUABON, St. Mary's Aided School	24	28	28	0	0
RUABON, Ysgol Maes y Llan C P	21	22	24	0	0
JOHNSTOWN, Johnstown Infant School	44	44	44	0	0
PENYCAE, Penycae C P	32	26	26	0	0
RHOS, Ysgol Maes y Mynydd C P	51	45	45	0	0
WREXHAM, St. Anne's Catholic Primary	24	27	29	0	0
WREXHAM, St. Mary's Catholic Primary	41	56	55	0	0

WREXHAM, Acton Park Primary School	60	65	60	1	0
WREXHAM, Alexandra C P	30	33	31	0	0
WREXHAM, Barker's Lane C P	28	28	30	3	0
WREXHAM, Borrass Park Infant School	58	67	60	3	0
WREXHAM, Hafod y Wern C P	37	38	38	0	0
WREXHAM, Rhosddu C P	43	44	45	0	0
WREXHAM, Wat's Dyke C P	38	44	46	0	0
BWLCHGWYN, Bwlchgwyn C P	14	17	17	0	0
COEDPOETH, Penygelli C P	45	43	45	0	0
MARCHWIEL, Ysgol Deiniol C P	19	25	26	0	0
MINERA, Minera Aided Primary	17	14	14	0	0
RHOSTYLLEN, Rhostyllen C P	27	26	26	0	0
WREXHAM, Gwenfro C P	43	42	42	0	0
WREXHAM, St. Giles V C	50	48	49	0	0
WREXHAM, Victoria CP School	52	60	60	0	0
CEFN MAWR, Ysgol Min-y-Ddol C P	14	7	8	0	0
COEDPOETH, Ysgol Bryn Tabor C P	42	34	34	0	0
RHOS, Ysgol I D Hooson C P	29	47	45	1	0
WREXHAM, Ysgol Bodhyfryd C P	49	45	45	0	0
WREXHAM, Ysgol Plas Coch C P	27	63	62	0	0
BANGOR-ON-DEE, Ysgol Sant Dunawd	20	20	21	0	0
BRONINGTON, Bronington Aided Scl	17	15	15	0	0
EYTON, Eyton V C	10	6	6	0	0
HANMER, Hanmer Aided	10	8	8	0	0
IS Y COED, St. Paul's Aided	8	8	8	0	0
OVERTON-ON-DEE, St. Mary's Aided	30	30	30	0	0
PENLEY, Madras Aided	17	19	19	0	0
TALWRN GREEN, Borderbrook V C	11	6	6	0	0

CHIRK, Infants School	58	48	48	0	0
CHIRK, Pentre V C	10	10	10	0	0
GLYN CEIRIOG, Ysgol Cynddelw C P	18	19	19	0	0
LLANARMON DC, Llanarmon DC C P	7	4	4	0	0
LLANGOLLEN, Froncysyllte C P	11	6	6	0	0
LLANGOLLEN, Garth C P	17	16	16	0	0
PONTFADOG, Pontfadog C P	8	1	1	0	0
<b>TOTALS</b>	<b>1673</b>	<b>1705</b>	<b>1702</b>	<b>8</b>	<b>0</b>

Name of school	Admission number	Number of applications	Number of successful applications	Number of appeals	Number of successful appeals
<b>SEPTEMBER 2012 – JUNIOR ADMISSIONS</b>					
Chirk, Ceiriog Juniors	50	45	45	0	0
Johnstown Juniors	44	36	36	0	0
Borras Park Juniors	58	58	58	0	0
<b>Totals</b>	<b>152</b>	<b>139</b>	<b>139</b>	<b>0</b>	<b>0</b>

Name of school	Admission number	Number of applications (1 <sup>st</sup> Prefs)	Number of successful applications	Number of appeals	Number of successful appeals
<b>SEPTEMBER 2012 – SECONDARY ADMISSIONS</b>					
DARLAND HIGH	170	161	166	0	0
YSGOL BRYN ALYN	200	148	145	0	0
YSGOL RHIWABON	137	98	97	0	0
YSGOL Y GRANGO	144	100	100	0	0
ST JOSEPH'S CATHOLIC & ANGLICAN HIGH	135	146	138	0	0
RHOSNESNI HIGH	271	156	157	0	0
YSGOL CLYWEDOG	283	145	152	0	0
YSGOL MORGAN LLWYD	193	117	117	0	0
MAELOR HIGH	130	146	140	10	10
<b>Totals</b>	<b>1663</b>	<b>1217</b>	<b>1212</b>	<b>10</b>	<b>10</b>

### MID PHASE TRANSFERS 2011-2012

	1/9/2011 - 31/12/2011				01/1/2012 - 31/03/2012				01/4/2012 - 31/8/12			
	PRIMARY	SECONDARY YR 7 - YR 9	SECONDARY YR 10	SECONDARY YR 11	PRIMARY	SECONDARY YR 7 - YR 9	SECONDARY YR 10	SECONDARY YR 11	PRIMARY	SECONDARY YR 7 - YR 9	SECONDARY YR 10	SECONDARY YR 11
FROM OUT OF COUNTY	99	12	5	5	54	5	6	0	37	4	0	0
FROM OVERSEAS	28	12	6	4	12	5	1	0	7	2	1	1
MOVED WITHIN WREXHAM	177	29	7	0	78	26	4	0	97	30	1	0

<b>TOTALS</b>	<b>304</b>	<b>53</b>	<b>18</b>	<b>9</b>	<b>144</b>	<b>36</b>	<b>11</b>	<b>0</b>	<b>141</b>	<b>36</b>	<b>2</b>	<b>1</b>
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OVERALL MID PHASE TRANSFERS INTO WREXHAM SCHOOLS FROM 1 SEPT 2011 TO 31 AUG 2012 = 755

PUPILS WHO RESIDE IN WREXHAM WHO APPLIED / TRANSFERRED TO AN OUT OF COUNTY SCHOOL MID PHASE 1/9/2011 - 31/8/2012

	1/9/2011 - 31/12/2011	1/1/2012 - 31/3/2012	1/4/2011 - 31/8/2012
PRIMARY	5	1	2
SECONDARY	3	5	3

TOTAL = 19

#### SECONDARY MID PHASE TRANSFERS INVOLVING YR10 & YR11 PUPILS

	YEAR 10	YEAR 11
FROM OUT OF COUNTY	11 (35%)	5 (50%)
FROM OVERSEAS	8 (26%)	5 (50%)
WITHIN WREXHAM	12 (39%)	0

TOTAL YEAR 10 = 31

TOTAL YEAR 11 = 10

