

Admission Forum Annual Report 2013 - 2014

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 Lambpit Street, LL11 1LG

Membership and attendance of the Forum

Name	Position	Time served as Forum Member *	Membership by category (see table below)
1. Mrs Maria Rimmer	Chair/Headteacher, Catholic and Anglican Secondary Schools	3 Years Taken over as Chair April 2014	RC
2. Mr Brendan MacDonald	Vice Chair/Headteacher, Primary Junior Schools	3 Years Taken over as Vice Chair April 2014	S/CV
3. Mr John Davies	Wrexham LA/Head of Lifelong Learning	5 Years	LA, LA/SEN, LA/LAC
4. Mr Dafydd Ifans	Wrexham LA/Head of Education Transformation and Workforce Planning	5 Years	LA, LA/SEN, LA/LAC

5.	Mr Nick Williams	Wrexham LA/Head of Education Effectiveness and Inclusion	6 Years	LA, LA/SEN, LA/LAC
6.	Mrs Sally Richard-Simpson	Wrexham LA/Inclusion Cluster Officer	1 Year	LA, LA/SEN, LA/LAC
7.	Mrs Ann Jones	Admissions Manager	10 Years	LA, LA/SEN, LA/LAC
8.	Ms Paula Parry	Access and School Places Manager	July 2014	LA, LA/SEN, LA/LAC
9.	Cllr Michael Williams	Lead Member for Children Services and Education	2 Years	L/COM
10.	Mrs Rita Price	Diocesan Commissioner for RC Schools	9 Years	RC
11.	Mrs Rosalind Williams	Diocesan Schools Officer for CiW Schools	6 Years	CIW
12.	Mr Simon Ellis	Headteacher, Foundation Schools	3 Years	S/F
13.	Mrs Nicola Booth	Headteacher, St Mary's Aided School, Ruabon	4 Years	S/VA
14.	Mr Carwyn Davies	Headteacher, Welsh Medium Schools	April 2014	S/CV
15.	Ms Sarah Hurst	Headteacher, Primary Infant Schools	8 Years	S/CV

16.	Mr John Hughes	Primary Schools	2 ½ Years	S/CV
17.	Mrs Maxine Pittaway	Headteacher, Special Schools	5 Years	LA, LA/SEN, LA/LAC
18.	Ms Kelly Senior	Cheshire West and Chester LA	November 2014	LA, LA/SEN, LA/LAC
19.	Mrs Helen Evans	Denbighshire LA	1 Year	LA, LA/SEN, LA/LAC
20.	Mrs Gill Yates/Mrs Christine Roberts	Flintshire LA	9 Years	LA, LA/SEN, LA/LAC
21.	Mrs Carol Sneddon	Shropshire LA	3 Years	LA, LA/SEN, LA/LAC
22.	Mrs Alison Fisher	Primary Parent Governor	2 Years	PG
23.	Mr David Edwards	Secondary Parent Governor	November 2014	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 January 2014 (replaced 11 December 2013 meeting as it was cancelled due to bad weather)	12
Second meeting	7 April 2014	15
Third meeting	13 November 2014	TBC

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 2015/2016.

**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.

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). This is under review and will be addressed during 2014/2015, Complex Transfers to be replaced by a Managed Pupil Transfer Protocol.

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. 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 CAPITA A&T 'In Year' software is now used to record mid-phase transfers.

See the spreadsheet below outlining mid-phase transfers for the academic year 2013/2014.

**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.

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. The mid-phase transfer process is currently under review and schools will be updated when the outcome of the review has been agreed.

The Forum recognised an anomaly in the way the LA funded support for appeals to aided schools in Wrexham, this funding has now also been made available to the foundation school.

The new Welsh medium school, Ysgol Bro Alun, opened in September 2013 with entries to Nursery and Reception classes. Plans to reduce the admission number of Ysgol Plas Coch to 30 and remove additional accommodation could not be fully addressed due to the high number of applications for Welsh medium education in the area. The admission number was therefore reduced to 40 for the 2013/2014 admission round and will be kept under review for 2014/2015.

The online published information regarding aided schools will be reviewed. Schools require access to see online applications as they no longer see paper forms which were previously returned direct to the school by parents – Hope to introduce PRIME in September 2014.

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

Date Forum's advice published on Admission Authorities Website:

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

Signature: Bev Griffith

(Secretary to the Forum)

Date: 4/12/2014

Please return the completed report by 30 November 2014 to:

SchoolsManagementDivision3@wales.gsi.gov.uk

School Admissions and Appeals – Please see attached documentation

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 st , 2 nd or 3 rd
Total							