



**Minutes of Admissions Forum (draft)  
Thursday 25 May 2006  
The Council House**

**Present:**

Steve Jones (Chair)	SJ	Parent Governor Representative
Cllr Jackie Norman	JN	LEA Representative
Sue Pickard	SP	Church of England Diocesan Representative
Liz White	EW	Catholic Diocesan Representative
Sally Varley	SV	North Somerset LEA Representative

**Attending:**

Mark Molden	MM	Schools Organisation Manager
Jane Penrose	JP	School Admissions Manager
Amanda Derham	AD	Clerk

Item 1. WELCOME AND APOLOGIES FOR ABSENCE	ACTION																		
<p>The chair opened the meeting at 17.00 hr with a welcome and thank you for attending.</p> <p>Apologies received from</p> <table border="0"> <tr> <td>Sue James</td> <td>-</td> <td>Bristol Governors' Forum Representative</td> </tr> <tr> <td>Nick Jones</td> <td>-</td> <td>City Technical College Representative</td> </tr> <tr> <td>Pat Jones</td> <td>-</td> <td>Community / VC Schools Representative</td> </tr> <tr> <td>Cllr Jack Lopresti</td> <td>-</td> <td>LA Representative (Con)</td> </tr> <tr> <td>Kathy Weston</td> <td>-</td> <td>City Academy Representative</td> </tr> <tr> <td>Nick Lacey</td> <td>-</td> <td>BANES LA</td> </tr> </table>	Sue James	-	Bristol Governors' Forum Representative	Nick Jones	-	City Technical College Representative	Pat Jones	-	Community / VC Schools Representative	Cllr Jack Lopresti	-	LA Representative (Con)	Kathy Weston	-	City Academy Representative	Nick Lacey	-	BANES LA	
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Item 2. ITEMS FOR ANY OTHER BUSINESS																			
<p>Items for any other business will be put onto agenda of next meeting if out of time</p>																			
Item 3. MINUTES OF THE LAST MEETING																			
<ul style="list-style-type: none"> <li>• Amendments</li> </ul> <p>Minor typing error:</p> <p>Page 3 Item 5 : penultimate statement should read '<i>not known</i>' instead of <i>not know</i>.</p> <p>Page 5 Item 8 : semi-colon after decision and before fairness.</p> <p>Page 5 Item 8 table: Minister column Year 2000 to read 5</p> <ul style="list-style-type: none"> <li>• Matters arising</li> </ul> <p>Page 3 Item 7 : Independent authorities to supply their admission policies to neighbouring LEAs – yes this has happened.</p> <p>The <b>minutes were signed as a true and accurate record</b> of the <b>23.02.06</b> meeting.</p>																			
Item 4. SECONDARY TRANSFER APPLICATIONS	Jane Penrose																		
Penrose	ACTION																		
<p><i>Supporting document: Secondary Transfer 2006 – 07; Situation as at 22 May 2006</i></p> <p>The spread sheet has been compiled to display the projected minimum and maximum applications. The projected minimum is the total number places already accepted together with first preference offers. The projected maximum is the total number of pupil who have been offered a place; irrespective of their acceptance together with 2<sup>nd</sup> and third choices and any other places offered where the parents' preferences cannot be</p>																			

<p>met. In the case of oversubscribed schools, the projected maximum equals the admission number. Appeals panels may offer additional places over and above the admission number.</p> <p>Some schools are showing significant ranges between maximum and minimum which could be the difference of a tutor group. The uncertainty over final numbers is recognised as a difficult time for schools, making planning a difficult task, especially where timetables and teachers are already scheduled.</p> <p>There is no cut off deadline for accepting places. Pupils could even arrive on the first day of the new term expecting a place.</p> <p>The year's Year 6 cohort is approximately 100 fewer pupils than last year.</p> <p>One South Bristol School is showing a consistency through Admission numbers; projected minimum and maximum numbers.</p> <p>Surprised was expressed that the first preference for the new school at Redland Green was not higher (range 168 – 189). MM anticipated that Redland Green would be full and that it would have an impact on other schools in the area. Applications will be received by Redland Green which would previously have been made to the other schools. It must also be borne in mind that families who have a financial choice to educate their child independently often name schools in the Redland area as their first choice then do not take the offer of a place.</p> <p>JP reminded the meeting that these figures are always moving and that whilst May may be late in the academic year it is still early for final admission numbers.</p> <p>EW has noticed that some pupils are going out of area to other Local Authority schools.</p> <p>Broadlands School (B&amp;NES) is affecting applications to Hengrove and Brislington schools.</p>	
<p><b>Item 5. INFANT / JUNIOR TRANSFER APPLICATIONS</b></p> <p><b>JANE</b></p> <p><b>PENROSE</b></p>	<p><b>ACTION</b></p>
<p><i>Supporting document: Reception Admissions – September 2006</i>  <i>Reception Applications – 2006 / 07</i>  <i>Infant / Junior Transfer – 2006 / 2007</i></p> <p>JP reported that Primary applications have caused concern. Overall there are plenty of places but they are not in the areas where needed. Pupils are being referred to schools away from their homes; although not quite to the 2 mile distance where transport has to be supplied.</p> <p>The vacancies are also in areas where people are not necessarily keen to walk.</p> <p>There are also late sibling applications which cannot be given.</p> <p>North West Bristol schools are always oversubscribed.</p> <p>SJ asked if other parts of the Local Authority were looking to address the problem such as St. Barnabas Primary where 25 places exist of which 22 sibling applications have been received therefore only 3 places can be given on geography basis.</p> <p>MM responded by stating the difficulty that secondary schools politically take a higher focus, often to the disadvantage of primary school. The Primary Review decisions are now available albeit based on data from several years ago. A new funding BSF (Building Schools for the Future) could be a resource available. Current amalgamations could also help to address some of the issues.</p> <p>It is expected that Primary appeals will be greater than the number of secondary appeals.</p> <p>Specific schools were discussed. Noting that first preference choices are assumed in the projected numbers even when replies have yet to be received.</p> <p>Primary / Junior school acceptance replies go straight to the school whereas secondary</p>	

<p>acceptances are received by the Local Authority. The Local Authority maintains close contact with primary / junior schools to keep a check on the numbers.</p>	
<p><b>Item 6. APPEALS FOR ADMISSION TO SCHOOLS IN SEPTEMBER 2006</b> <b>JANE</b> <b>PENROSE</b></p>	
<p><i>Supporting documents: As Items 4 + 5</i></p> <p>The first appeal begins on 6 June 2006 and will continue nearly every day until the end of term. Secondary school appeals are the first to be heard. Fifteen appeals are registered for Elmlea Juniors; further information can be seen in supporting document Reception Admissions September 2006; Infant / Junior Transfer.</p>	
<p><b>Item 7. VULNERABLE PUPIL DATA</b> <b>PENROSE</b> <b>JANE</b></p>	
<p><i>Supporting document: Bristol Pupils Permanently exclude from school Terms 3 + 4. 4 January 2006 – 31 March 2006</i></p> <p>JP apologised that no details for the negotiated transfers were available.</p> <p>Total number of exclusions from Bristol schools = 20 Total number of exclusions of Bristol students = 29 Total number of Bristol pupils placed during Terms 3 + 4 = 6 (which is unlikely to be from the 29 noted above)</p> <p>If a Year 11 student is excluded it is unlikely that they will be placed in another school</p>	
<p><b>Item 8. AN UPDATE ON THE EDUCATION AND INSPECTIONS BILL</b> <b>MOLDEN</b> <b>MARK</b></p>	<p><b>ACTION</b></p>
<p>The Bill was published 28.02.06 and expected to be law in November 2006</p> <p>It is considered a broad Bill. New duties are being placed on the Local Authorities requiring diversity. A paper from the DfES asks LAs to set up choice advisers to support parents and carers in their choice of schools especially targeting vulnerable families.</p> <p>Over the next two years £6 M has been reserved nationally to achieve this. The deadline is 2007. SV commented that until guidance is received it is difficult to know the full impact.</p> <p>Admission Forums now have a duty to produce an annual report which will entail more work.</p> <p>Academy colleagues will be invited to join us; which will mean an expansion of membership.</p> <p>Academies do not currently have to consult the LA's admission as other Voluntary aided and voluntary contributed school do. Academies only change their admission policy with the DfES.</p> <p>The-Academy programme now falls within the remit of MM. MM is working though the LA's admission policy with Academies</p> <p>Trust schools set their own policy admission. MM has a meeting tomorrow at Telford to see a Federation of schools.</p> <p>SJ is concerned that JP and MM have worked consistently hard over the last few years for the LA's admission policy and a trust school could take an opposite stand on their policy. MM reaffirmed the need to create and maintain positive working relationships.</p> <p><i>Liz White left the room</i></p>	

<b>Item 9. REFERRALS TO THE OFFICE OF THE SCHOOLS' ADJUDICATOR</b>	<b>ACTION</b>
<p>The matter as cited in Item 8 Minutes 23.02.06 regarding the way points are awarded for admissions at St. Mary Redcliffe and Temple (SMRT) school has been referred to the Schools' Adjudicator</p> <p><i>Liz White rejoined the meeting</i></p> <p>Oldbury Court Primary School is planning to go to the Adjudicator asking for a reduction in admission number to 30 to reflect the falling roll they are experiencing from the local area. The Admission number is set in the light of net capacity of school and local demand.</p> <p><i>Sue Pickard left the meeting</i></p> <p>A few primary and infant schools are struggling financially as they cannot have more than 30 children in a Key Stage 1 class with only one teacher but they do not have sufficient children in two classes to fund two teachers.</p>	
<b>Item 10. EMERGING APPOINTMENTS IN THE NEW CHILDREN AND YOUNG PEOPLE'S SERVICE MOLDEN MARK</b>	
<p>The LEA no longer exists the new title is Local Authority Children and Young People's Services (CYPS)</p> <p>The new programme directorates and hierarchy of Programme Directors was explained. MM remains responsible for Admissions.</p>	
<b>Item 11. ANY OTHER BUSINESS</b>	
<p><b>11.1 Retrospective adjustments</b>  EW asked that will the number of new arrivals to the UK what is the position with retrospective adjustments, especially as pupil numbers are now taken in January and schools are taking in a lot of extra pupils.  The January figures give the funding.</p> <p>Both JP and SV considered this to be a DfES problem and lobbying should be directed to them; although MM suggested raising at the Schools' Forum meeting.</p> <p><b>11.2 Setting up web site</b>  It was agreed that with effect from September signed minutes would be posted on the school section of the LA CYPS web site.  The Admission forum Terms of Reference will also be included on the web site.  JP will forward a copy to AD</p> <p><b>11.3 Membership vacancies</b>  Currently 3 vacancies  1 x Special School Representative from Community and Voluntary Controlled Schools  2 x Voluntary Aided Schools (1 x Catholic representative; 1 x Church of England)</p> <p>LW will contact Peter Bradshaw regarding a representative from the Diocese  JP MM will progress a representative from Church of England diocese.</p>	<p><b>AD</b></p> <p><b>LW  KP / MM</b></p>

<b>Item 12. DATE AND TIME OF THE NEXT MEETING</b>	
<p style="text-align: center;"><b>Thursday 30 November 2006 at 17.00 hr</b> at the <b>Council House, Bristol.</b> Refreshments will be available from 16.45 hr.</p> <p>A list of attendees will be provided to the security staff at the back door for ease of access.</p> <p>The meeting closed at 18.30 hr</p> <p>Meetings for 2006 – 07 All meetings will be held on a Thursday; 16.45 hr for refreshments prior to 17.00 hr business start 23.11.06 (subject to alteration) 08.03.07 24.05.07</p>	
<b>MINUTES APPROVED AND SIGNED</b>	
<p>These minutes of the meeting 25.05.06 are a true and accurate record of the meeting</p> <p><b>Chair</b>..... <b>Date</b> .....</p>	

#### MEETING ACTION POINTS

No.	ACTION POINT	OWNER
11.2	Web site – minutes inclusion;	<b>AD</b>
11.3	Contact Peter Bradshaw regarding a representative from the Diocese	<b>LW</b>
11.3	Progress a representative from Church of England diocese	<b>JP / MM</b>
12	Notify the back door of attendee for next meeting	<b>AD</b>