

**MINUTES OF A MEETING OF
THE PEMBROKESHIRE ADMISSION FORUM
HELD AT OMD1, COUNTY HALL, HAVERFORDWEST
ON THURSDAY 14 JUNE 2018 AT 8:30am**

PRESENT: Mrs Debbie Davies (Chair)
Cllr JT Davies
Cllr D Lloyd
Canon Brian Witt
Venerable Paul Mackness
Mrs Susan Roberts
Mr Paul Harries
Mr Paul Edwards
Mrs Kate Evan-Hughes
Miss Teleri Williams

ALSO IN ATTENDANCE: Mr Huw Jones (Secretary to the Forum)

ACTIONS

1. Apologies for absence

Apologies for absence was received from: Cllr. Alison Tudor, Rev. Heather Cale, Mr Philip Williams

2. Admission Forum membership

Mr Huw Jones confirmed that Mrs Margery Brown's term of office had ended on 12th June 2018 and had decided to stand down. The Diocesan Director had nominated Rev Heather Cale in her place; Rev Cale's term of office would be until June 2022. In addition, Mr Jones confirmed that there remained a Parent Governor vacancy.

8. Elective Home Educated (EHE) Pupils

Mr Alastair Birch (Senior System Leader for Equalities and Safeguarding) and Ms Cheryl Loughlin (Safeguarding in Education Manager) attended the meeting for this item. Mr Birch gave a presentation on EHE both in terms of the local and national context and provided information on the numbers of EHE pupils by various characteristics. The numbers of known EHE pupils in Pembrokeshire have grown steadily during the last 10 years, reaching 65 in 2017. Following a lengthy discussion on the matter, members agreed that this topic provided much food for thought and that a registration scheme should be introduced by Welsh Government to record all EHE children. The Chair thanked Mr Birch and Ms Loughlin for their presence.

3. Minutes of the previous meeting

Minutes of the meeting of the Pembrokeshire Admission Forum held on 23 November 2017 were approved and signed as a correct record.

4. Matters arising

Item 10 – Mr Huw Jones referred to the implementation of Teacher Centre and wished to comment that it has not resulted in a significant reduction in workload. The Admissions Team had identified a number of areas which do not provide sufficient detail and that these have necessitated maintaining parallel operation of spreadsheets. Mrs Evan-Hughes stated that such matters have been conveyed to Ceredigion Council who are investigating. In relation to Faith schools, the Admission Officer confirmed that Teacher Centre allowed only the necessary questions to be asked in relation to school admissions. Any subsequent questions relating to a child's/parents' faith would have to be asked subsequently by the admitting school.

Item 11 – both matters are included in the agenda of this meeting.

5. Composite school prospectus 2019/20

Mr Huw Jones referred to the Forum's decision in a previous meeting to publish the prospectus online only for 2018/19. He confirmed that no adverse comments had been received in relation to this decision and that the 2019/20 edition would follow suit and be published by 1st October 2018. Mr Jones stated that the new prospectus would not feature any significant changes from the current version, although some changes would need to be made to avoid duplication of information on the website.

Mr Jones confirmed that all the necessary GDPR compliance was in place and that this would be articulated to parents in the prospectus.

6. Monitoring of VA Schools admission arrangements

Mr Huw Jones explained that the role of the Admissions Forum, amongst others, is to monitor the admissions arrangements of the various Admissions authorities in Pembrokeshire. As part of this, it is necessary to have oversight of VA school admission arrangements. Mr Jones confirmed that the relevant forms had been received by all VA schools in Pembrokeshire and that their admission arrangements consultation has been compliant.

7. Admission to Pembrokeshire Schools – advice to Headteachers

Mr Huw Jones referred to a draft document which would be distributed to Headteachers at the beginning of the new academic year and which outlined the advice given in relation to school admissions. In particular, Mr Jones referred to the protocols in place for dealing with transfer requests between schools (identified as an item for consideration at the previous meeting) and those in relation to the transfer of pupils with Additional Learning Needs (ALN).

Mr Jones explained that in both cases, the advice of Pupil Support and/or Inclusion officers is key. He stated that the general protocol in relation to mid-term transfers, i.e. those not related to house moves, had been in place for some time. However, the protocol in relation to pupils with ALN had only recently been introduced following a number of pleas by Headteachers for more information on such pupils and a greater input into establishing and agreement of transition plans. Mr Jones stated that the protocol had raised some issues which needed to be resolved and that it was difficult to achieve a balance between meeting the needs of the child, parents and school, and the requirements of admissions regulations.

Mr Jones also referred to correspondence he had received from the Performance and Information Manager regarding the difficulties encountered with pupils transferring schools during schools' statutory testing period (usually the first week of May). Her correspondence stated that *"we have picked up a number of issues this year with school transfers occurring during the Welsh National Test testing period, for example, pupils sitting tests in one school and moving schools during the testing period and being retested again; pupils moving the day before testing ends and the new school does not have time to test that pupil"*.

Following a brief discussion on the matter, the Admissions Forum RESOLVED that with immediate effect, no pupil transfers would be allowed during the period identified above.

8. Elective Home Educated (EHE)pupils

See above.

9. Update on secondary school transfers for September 2018

Miss Teleri Williams distributed an analysis of the agreed Year 7 intake of secondary and middle schools in September 2018. This analysis also showed the trend in relation to numbers since 2010. Mr Huw Jones explained that the Admission Numbers reflected the new build and/or revised capacity arrangements for schools and that it was noticeable that for the majority of schools, there is no longer a large difference between the Admission Number and actual intake.

ACTIONS

HJ/TW

10. Report on admissions appeals

Mr Huw Jones confirmed that since the previous meeting, 12 appeals had been received in relation to Community and Voluntary Controlled schools. Following the subsequent withdrawal of 3 of these appeals, 9 had been heard by the independent Appeals Panel. Of these, 4 had been upheld and 5 not upheld. Mr Jones stated that the appeals had been in relation to Prendergast CP, Fenton CP, Tavernspite CP and Sir Thomas Picton schools; a further four appeals were pending.

Mr Jones explained that all upheld appeals were in relation to either pupils' or parents' exceptional personal/family circumstances.

11. Date of next meeting

The next meeting of the Forum would be held in County Hall, Haverfordwest on Thursday 22nd November 2018 at 8.30am.

The meeting terminated at 10am.

Signed as a true record _____
Chair of Admissions Forum

Date _____

ACTIONS