

# Admission Forum Annual Report 2020/21

**Admission Authority: Vale of Glamorgan**

**Secretary to the Forum: Sam Mawhinney**

**Contact details: 01446 - 709725**

**Address: Civic Offices, Holton Road, Barry CF63 4RU**

## Membership and attendance of the Forum

Name	Position	Time served as Forum Member *	Membership by category (see table below)
1. Cllr Lis Burnett	<b>Chair</b>	1 year (appointed 27/06/19)	LA
2. Lisa Lewis	<b>Vice Chair</b>	8 Years (re-elected 26/6/18)	LA
3. Jane Werrett	Complex needs assessment and school liaison officer	11 years (re-elected 17/11/17)	LA
4. Sam Mawhinney	School Organisation and Access	2 years (appointed 22/11/18)	LA
5. Mike Matthews	School Organisation and Access	2 years (appointed 24/06/18)	LA
6. Rev Ricketts	Diocesan Director of Statutory Education	2 years (appointed 24/06/18)	CIW

Name	Position	Time served as Forum Member *	Membership by category (see table below)
7. Anne Robertson	Roman Catholic Diocesan Director	10 Years (re-elected 22/11/18)	RC
8. Fiona Greville	Headteacher, Llantwit Major School	2 years (appointed 24/06/18)	S/CV
9. Trevor Brown	Headteacher, Stanwell School	1 Year (appointed 27/06/19)	S/F
10. Ceri Thomas	Headteacher, Wick and Marcross CIW Aided Primary School	9 years (re-elected 09/06/21)	S/VA
11. Andrew Hennesy	VSGA governor representative (Primary)	2 years (appointed 22/11/18)	L/COM
12. Sarah Owen	VSGA governor representative (Foundation)	1 Year (appointed 30/11/20)	PG
13. Sian Lewis	Headteacher, Fairfield Primary School	6 years (re-elected 22/11/18)	S/CV
14. Rhian Andrew	Headteacher, Ysgol Sant Baruc	6 Years (re-elected 09/06/21)	S/CV

**\*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	<b>LA, LA/SEN, LA/LAC</b>
Church in Wales Diocesan representatives	1 to 3	<b>CIW</b>
Roman Catholic Diocesan representatives	1 to 3	<b>RC</b>
Schools - community and voluntary controlled	1 to 3	<b>S/CV</b>
Schools - foundation	1 to 3	<b>S/F</b>
Schools - voluntary aided	1 to 3	<b>S/VA</b>
Parent governor representatives	1 to 3	<b>PG</b>
Representatives of the local community	Up to 3	<b>L/COM</b>

### Meeting dates and attendance

	Date	Number of Forum Members in attendance - by category
<b>First meeting</b>	<b>30/11/20</b>	<b>4 (LA), 2 (CIW), 1 S/CV, 2 (PG), 1 (S/VA)</b>
<b>Second meeting</b>	<b>11/06/21</b>	<b>5 (LA), 2 (CIW), 2 S/CV, 2 (PG), 1 (S/VA)</b>
<b>Third meeting</b>	<b>Not held</b>	

**Has your authority established a joint forum with an adjoining local authority?**

**If yes, can you provide details of the authority concerned and how successful this has been.**

The authority has not established a joint forum.

**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].**

The Vale of Glamorgan Council, consulted and determined its admission arrangements for community and voluntary controlled schools within the required timescales. The Admission Forum was updated with regard to the Council's policy in November 2020. The Council consulted on arrangements for 2022/2023 from the 14 December 2020 to 8 February 2021. The results of the consultation process and the final admission arrangements were approved by Cabinet and determined by the 15<sup>th</sup> April 2020. The arrangements were reflected in the Parental Guide to School Admissions which was published on the 24 September 2021 for admission arrangements to schools for September 2022.

All other admission authorities in the Vale of Glamorgan consulted and determined their admission arrangements in 2019/20. There have been no changes to their admission arrangements since determination. They will be required to consult again in 2022.

The Welsh Government, through the Welsh Schools Admission Officers Group, has previously asked LAs to consider if their aided schools have admissions policies that are compliant with the School Admissions Code and that they consult on their admission policies within the timescale required by the Education (Determination of Admission Arrangements) (Wales) Regulations 2006. The Forum continues to monitor adherence to this requirement and address concerns, if any, with individual admission authorities via the appropriate forum member.

**If any admission authority has not met the timescales please give details here.**

**N/A**

**How many consultation documents have you seen from admission authorities (not including other local authorities)?**

**N/A**

### **What admission arrangements have been put in place to serve the interests of vulnerable children?**

A managed move protocol is in place which allows all schools to undertake managed moves with SEMHP endorsement in light of a referral being submitted. A managed move is a carefully planned transfer of a pupil from one school to another that enables a child or young person to move on to a new placement or program in a way which is acceptable to all appropriate parties, especially the pupil.

The Council has seen an increase in the number of pupils classed as EOTAS and the numbers requiring managed moves. Officers are finding that options for specialist placements/alternative providers are becoming increasingly limited.

A social emotional mental health panel (SEMHP) has been established to meet the duty on local authorities in Section 19 of the Education Act 1996 to make arrangements for the provision of suitable provision for learners no longer able to attend mainstream school for any reason, including (but not limited to) illness, mental health related issues and exclusion. The panel ensures that an effective, integrated and permanent model of referral to specialist alternative provision is available. SEMHP will also consider the placement of pupils with specific needs into specialist provisions across the LA – the Centre of Learning and Wellbeing-YYD, Gladstone Loft and Burrow-YYD, the Learning and Wellbeing Clas for the Highly Anxious, High Street SRB and the implementation of out of school tuition (OOST). The managed move protocol within the SEMHP process enables and ensures that managed moves are logged, supported and monitored appropriately by the LA. Agreements outside of this process are therefore informal and would not be recognised as managed moves by SEMHP and consequently the LA more widely.

Managed moves are an integral aspect of SEMHP. A managed move will follow the Managed Move Protocol. SEMHP and the protocol; will look to ensure that managed move are implemented in a fair and equitable manner to provide the optimum chance of successful placement.

The Forum acknowledges that the School Access team works closely with appropriate teams to ensure that the needs of vulnerable children are met and that they are admitted to schools as quickly as possible. Key officers and teams responsible for the needs of vulnerable groups, including CLA Education, Youth Offending Service, Youth Service, English as an Additional Language (EAL/Gypsy & Travelers), Behaviour Support Team and ALN coordinators continue to be key contacts for the admissions team. There has been an increase in the number of parents opting for Elective Home Education (EHE) which is being closely monitored.

### **Have they proved successful?**

The well-established process has proved successful and continues to offer pupils at risk of exclusion and poor attendance the opportunity for a fresh start. Managed moves continue to provide an alternative solution to permanent exclusions. The SEMPH (social,

emotional, mental, physical health) has been created to facilitate school places for those pupils previously deemed 'hard to place' for a variety of reasons.

**What other arrangements have you identified to support these children?**

The Forum continues to be represented on Key Professionals Groups who are responsible for responding to pupils who are difficult to engage or are without school provision. This ensures admission arrangements within the authority are supportive of the important work undertaken with regard to our most vulnerable pupils.

**How well have the agreed in-year admission procedures worked?**

In-year admissions are discussed openly at the Forum and performance reports are scrutinised annually. The Admissions Forum has recorded its satisfaction with regard to the timescale for finalising all arrangements which has been at 100% for the last three academic years where the admission is within the control of the Admitting Authority (e.g., excluding delays with families moving home). Managed moves, although successfully managed also can take longer than ten days but these are relatively small in number and fall outside of the figures given below.

**How many children have been admitted to each school under the procedures?**

Please see table below

**Have you identified an increase in numbers for in-year admissions, if so what action has been identified to address the issue?**

It was noted that there has been a decrease in the number of in-year transfers into schools managed by the Vale of Glamorgan's admission authority this year, 628 applications were received this academic year, as compared to 715 in 2019/20. This is most likely to be caused by COVID 19, which has led to less movement in relation to in-year school transfers. The Admissions team and School Organisation are part of the same team and this allows for a continuum of review of capacity and projections. This allows the provision of school places to be managed very effectively resulting in all pupils being made a timely offer of a school place even if the admission authority was unable to offer their first preference. All appeals were heard on time. Please see table at the end of this report for further information on appeal performance.

In-year applications are a regular agenda item.

School Requested	No. of Applications
Albert Primary School	24
Barry Island Primary School	15
Cadoxton Primary School	24
Cogan Primary School	12
Colcot Primary School	23
Cowbridge Comprehensive School	22
Dinas Powys Primary School	13
Evenlode Primary School	24
Fairfield Primary School	14
Gladstone Primary School (Barry)	28
Gwenfo CW Primary School	10
High Street Primary School	18
Holton Primary School	22
Jenner Park Primary School	18
Llancarfan Primary School	16
Llandough Primary School	11
Llanfair Primary School	10
Llangan Primary School	3
Llantwit Major High School	12
Oakfield Primary School	7
Palmerston Primary School	13
Pencoedtre High School	44
Peterston-Super-Ely C/W Primary School	2
Rhws Primary School	19
Romilly Community Primary	21
St Athan Primary School	18
St Cyres Comprehensive School	29
St Illtyd Primary School	15
St Nicholas C/W Primary School	7
Sully Primary School	13
Victoria Primary School	25



School Requested	No. of Applications
Whitmore High School	36
Y Bont Faen Primary School	8
Ysgol Gymraeg Bro Morgannwg	10
Ysgol Gymraeg Dewi Sant	2
Ysgol Gymraeg Gwaun y Nant	6
Ysgol Iolo Morganwg	3
Ysgol Pen Y Garth	2
Ysgol Sant Baruc	2
Ysgol Sant Curig	7
Ysgol Y Ddraig	20
<b>Grand Total</b>	<b>628</b>

Number of applications received during 2020/21 = 628 (excluding managed moves)

Number processed in ten school days or less = 628 (100%)

### **What key admission issues have been identified for the area?**

Effectiveness of school catchment areas and some geographical areas where there are limited school places. Surplus places continue to be a point of discussion. School Organisation planning and their implication for school admissions are a regular agenda item as are a review of statutory admission appeal outcomes and data relating to annual admissions rounds. The benefits and implementation of online admissions across admission authorities are a topic for discussion. The Forum was pleased to note that the council's admissions online process now seems well embedded with an average of 95% of parents applying online during 2020/21 which is in line with the previous year's 95%, which has gradually increased from 90% in 2017/18. An ongoing concern is the number of parents who do not submit an application form for the reception and year 7 intakes by the published closing date more often than not leaving parents without school places. The issue of hard to place children is an ongoing concern and the associated difficulties of placement.

### **What are they and how has the forum addressed them?**

The Councils admission arrangements are subject to scrutiny by the Forum to ensure arrangements meet the needs of the vale pupil population. The Forum continues to receive a regular School Organisation update to ensure it is fully informed of the progress being made to address issues relating to admissions, school places and organisation. School capacity changes are brought to the attention of the forum, including developments in both Welsh and English education. Representatives of the Admission Forum are on the WESP

Forum for the Vale of Glamorgan.

An increase in managed moves led to the establishment of the SEMPL panel, mentioned previously, to decide the best options available for hard to place pupils. The panel regularly meets with decisions being made fairly and amicably, the process is working well in supporting and meeting the needs of individual pupils.

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

The minutes of the Admission Forum are published via the Council website along with the Annual Report. Copies are available to all admission authorities in the area. The decisions and advice of the Forum are reflected in the Parental Guide to School Admissions document.

Members of the Forum are also active on other relevant groups and communicate the work of the Forum through these channels where appropriate.

**Date Forum's advice published on Admission Authorities Website: First entry 29/9/13 (amended regularly after forum meetings)**

**Please also provide the relevant link:** [http://www.valeofglamorgan.gov.uk/en/working/education\\_and\\_skills/schools/admissions/AdmissionsForum.aspx](http://www.valeofglamorgan.gov.uk/en/working/education_and_skills/schools/admissions/AdmissionsForum.aspx)

**Signature: S MAWHINNEY (Secretary to the Forum)**

**Date:**

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

**SchoolsManagementDivision3@wales.gsi.gov.uk**

## School Admissions and Appeals (Secondary & Reception 2021, also includes In-year appeals)

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
Albert Primary	55		49	6	2	0
Barry Island Primary	30		30	7	0	0
Cadoxton Primary	60		60	4	0	0
Cogan Primary	30		30	0	0	0
Colcot Primary	45		45	0	0	0
Dinas Powys Primary	60		61*	3	0	0
Evenlode Primary	60		60	2	0	0
Fairfield Primary	45		27	2	0	0
Gladstone Primary	60		60	0	0	0
Gwenfo Primary	30		30	1	0	0
High Street Primary	30		30	3	0	0
Holton Primary	60		41	1	0	0
Jenner Park Primary	30		16	0	0	0
Llancarfan Primary	18		7	0	0	0
Llandough Primary	30		30	0	0	0
Llangan Primary	15		15	0	0	0
Llansannor C.W Primary	30		30	*appeals held by the governing body		
Oakfield Primary	30		17	1	0	0

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
Palmerston Primary	30		30	0	0	0
Peterston Super-Ely Primary	27		14	0	0	0
Rhws Primary	53		47	0	0	0
Romilly Primary	90		90	2	0	0
St Andrews Major C.W Primary	30		30	*appeals held by the governing body		
St Athan Primary	30		30	1	0	0
St Brides Major C.W Primary	30		30	*appeals held by the governing body		
St David's C.W Primary	25		22	0	0	0
St Illtyds Primary	54		41	0	0	0
St Nicholas Primary	18		12	0	0	0
Sully Primary	50		50	1	0	0
Victoria Primary	60		60	4	0	0
Wick & Marcross C.W Primary	22		22	0	0	0
Y Bont Faen Primary	30		30	7	0	0
Ysgol Bro Morgannwg	30		30	1	0	0
Ysgol Dewi Sant	30		30	0	0	0
Ysgol Gwaun Y Nant	60		40	0	0	0
Ysgol Pen Y Garth	60		44	0	0	0
Ysgol Iolo Morgannwg	30		30	3	0	0

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
Ysgol Sant Baruc	30		30	1	0	0
Ysgol Sant Curig	60		60	7	0	0
<b>Primary Total</b>	1567		1349	57	2	0
Cowbridge Comprehensive	240		240	17	4	0
Llantwit Major Comprehensive	180		174	0	0	0
Pencoedtre High	210		210	1	0	0
St Cyres Comprehensive	210		210	15	3	0
Whitmore High	180		184*	22	6	0
Ysgol Bro Morgannwg	240		208	0	0	0
<b>Secondary Total</b>	1260		1226	66	13	0
<b>Total</b>	2827		2575	123	15	0