

# Admission Forum Annual Report 2022/23

**Admission Authority: Vale of Glamorgan**

**Secretary to the Forum: Sam Mawhinney**

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**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 Rhiannon Birch	<b>Chair</b>	18 months (appointed 10/06/22)	LA
2. Lisa Lewis	<b>Vice Chair</b>	9 Years (re-elected 26/6/22)	LA
3. Jane Werrett	Complex Cases Manager	12 years (re-elected 07/06/23)	LA
4. Sam Mawhinney	School Organisation and Access	5 years (re-elected 18/11/22)	LA
5. Mike Matthews	School Organisation and Access	5 years (re-elected 24/06/22)	LA
6. Rebecca Morteo	Diocesan Director of Statutory Education	18 months (appointed 10/06/22)	CIW

Name	Position	Time served as Forum Member *	Membership by category (see table below)
7. Anne Robertson	Roman Catholic Diocesan Director	11 Years (re-elected 18/11/22)	RC
8. Charlotte Robins	Headteacher, Llantwit Major School	6 months (appointed 10/06/23)	S/CV
9. James Mansfield	Headteacher, Stanwell School	6 months (appointed 10/06/23)	S/F
10. Ceri Thomas	Headteacher, Wick and Marcross CIW Aided Primary School	10 years (re-elected 09/06/21)	S/VA
11. Sarah Owen	VSGA governor representative (Foundation)	3 Year (appointed 30/11/20)	PG
12. Ceri Hunt	VSGA governor representative (Primary)	6 months (appointed 10/06/23)	PG
13. Sian Lewis	Headteacher, Fairfield Primary School	7 years (re-elected 29/11/19)	S/CV
14. Rhian Andrew	Headteacher, Ysgol Sant Baruc	7 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>18/11/22</b>	<b>3 (LA), 1 (RC), 2 S/CV, 1 (S/VA), 1 (PG), 1 (S/F)</b>
<b>Second meeting</b>	<b>09/06/23</b>	<b>3 (LA), 1 (RC), 1 (S/CV) , 1 (S/F), 1 (S/VA)</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 2022. The Council consulted on arrangements for 2024/2025 from the 9 January 2023 to 17 February 2023. The results of the consultation process and the final admission arrangements were approved by Cabinet and determined by the 30 March 2023. The arrangements were reflected in the Parental Guide to School Admissions which was published in September 2023 for admission arrangements to schools for September 2024.

All other admission authorities in the Vale of Glamorgan consulted and determined their admission arrangements in 2021/22. There have been no changes to their admission arrangements since determination. They will be required to consult again during the 2023/24 academic year.

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 Council is monitoring progress and awaiting documentation**

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

Rhondda Cynon Taff Council, Stanwell School, Archbishop McGrath Catholic High School, Bridgend Council, Cardiff Council, Corpus Christi Catholic High School, St Richard Gwyn R.C High School, All Saints C.W Primary.

**N/A Council is monitoring progress and awaiting documentation**

### **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.

An Additional Learning Needs Provision Panel (ALP) 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. We consider the placement of pupils with specific needs into specialist provisions across the LA – Derw Newydd-YYD, Hafan-YYD, Horizon for anxious non-attenders-YYD, High Street SRB. The implementation of out of school tuition (OOST) and other short term and temporary provision arrangements (inclusive of support for managed moves) are determined by Social Emotional Mental Health Panel (SEMHP). 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 groups with protected characteristics, including CLA Education, those who are children missing in education (CME) Youth Justice, Youth Service, the Engagement Service 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 completing admission applications which has been at 100% for the last four academic years where the admission is within the control of the Admitting Authority (e.g., excluding delays with families moving home and 'hard to place' children). 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 an increase in the number of in-year transfers into schools managed by the Vale of Glamorgan's admission authority this year, 1283 applications were received this academic year, as compared to 691 in 2021/22. This is most likely to be caused by the easing of restrictions related to COVID 19 and the increase in new housing developments across the Vale of Glamorgan. The Admissions team and School Organisation are part of the same team and this allows for a continuum of review of school 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 item for discussion.

N School Approached No. of Apps 2022/23 = 1283 (excluding managed moves)

School Approached	No. of Apps
Albert Primary School	55
Barry Island Primary School	13
Cadoxton Primary School	48
Cogan Primary School	23
Colcot Primary School	45
Cowbridge School	1
Dinas Powys Primary School	25
Evenlode Primary School	37
Fairfield Primary School	46
Gladstone Primary School (Barry)	52
Gwenfo CW Primary School	15
High Street Primary School	24
Holton Primary School	42
Jenner Park Primary School	33
Llandough Primary School	29
Llanfair Primary School	21
Llangan Primary School	16
Llantwit Major High School	76
Oakfield Primary School	14
Palmerston Primary School	17
Pencoedtre High School	83
Peterston-Super-Ely C/W Primary School	18
Rhws Primary School	32
Romilly Community Primary	32
South Point Primary	40
St Athan Primary School	23
St Cyres Comprehensive School	97
St Illtyd Primary School	51
St Nicholas C/W Primary School	9
Sully Primary School	25
Victoria Primary School	17
Whitmore High School	82
Y Bont Faen Primary School	25
Ysgol Gymraeg Bro Morgannwg	18
Ysgol Gymraeg Dewi Sant	7
Ysgol Gymraeg Gwaun y Nant	7
Ysgol Iolo Morganwg	9
Ysgol Pen Y Garth	14
Ysgol Sant Baruc	10
Ysgol Sant Curig	8
Ysgol Y Ddraig	44
<b>Grand Total</b>	<b>1283</b>



Number processed in ten school days or less = 1283 (100%) (excluding delays with families moving home and 'hard to place' children).

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

The effectiveness of school catchment areas and geographical areas where there are limited school places continue to be monitored and any areas of concern are reviewed at the earliest opportunity. School admissions are considered alongside school organisation planning strategies, surplus places continue to be a point of discussion with the main issue of pupils relocating to the area mid-year and applying for school places, particularly in the Barry area whereby places are in very high demand as shown with year groups being fully subscribed at Pencoedtre, SRG and Whitmore at various periods throughout the academic year. An increasing concern is that there are a high number of children on the waiting list with an increasing number of CME/EHE (children missing in education/elective home education) pupils that now wish to attend a particular provision, but we are unable to offer a place/place they are happy to accept, and they remain on waiting lists for long periods. Statutory admission appeal outcomes and data relating to annual admissions rounds are monitored.

The benefits and implementation of online admissions across admission authorities are a topic for discussion, with increased clarity, ease of communication and reduced number of parental queries received by the team amongst the positives taken thus far. 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 2022/23 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 or alternatively submit applications with only a single preference, often not their catchment school which more often than not results in pupils without school places. Admission officers seek to achieve a 100% target for applications received for the normal admission rounds through direct contact with primary schools and parents, 99.5% of applications were received by the authority for September 2023 admission rounds for Reception and Year 7 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 school organization to include 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 SEMHP panel, mentioned previously, to decide the best options available for hard to place pupils. The SEMHP panel is now fully entrenched as a successful working partnership between schools and local authority officers and continues to regularly meet with decisions on exclusions, new referrals and updates on existing managed moves being made fairly and amicably. The process is working well in supporting and meeting the needs of individual pupils, particularly those hard to place and most vulnerable 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 from the Forum are reflected in the Parental Guide to School Admissions document.

The work of the Forum, where appropriate, is communicated by members of the Forum who are active on other Council and Educational groups.

**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/AdmissionForum.aspx](http://www.valeofglamorgan.gov.uk/en/working/education_and_skills/schools/admissions/AdmissionForum.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 2022, Reception 2022 & In-year appeals)

Name of School	Admission number	Number of successful applications	Number of appeals	Number of successful appeals	Number of appeals held after 30 days
Albert Primary	55	55	0	0	
Barry Island Primary	30	30	1	0	
Cadoxton Primary	60	60	5	0	
Cogan Primary	30	30	4	0	
Colcot Primary	45	38	0	0	
Dinas Powys Primary	60	57	0	0	
Evenlode Primary	60	60	8	1	
Fairfield Primary	45	36	0	0	
Gladstone Primary	60	48	0	0	
Gwenfo Primary	30	30	3	0	
High Street Primary	30	29	0	0	
Holton Primary	60	46	0	0	
Jenner Park Primary	30	21	0	0	
Llandough Primary	30	22	0	0	
Llanfair Primary	20	16	0	0	
Llangan Primary	15	15	1	0	
Llansannor C.W Primary	30	26	*late applications and appeals determined by the governing body		

Name of School	Admission number	Number of successful applications	Number of appeals	Number of successful appeals	Number of appeals held after 30 days
Oakfield Primary	30	29	0	0	
Palmerston Primary	30	30	3	0	
Peterston Super-Ely Primary	27	19	0	0	
Rhws Primary	53	53	0	0	
Romilly Primary	90	87	0	0	
South Point Primary	30	13	0	0	
St Andrews Major C.W Primary	30	30	*late applications and appeals determined by the governing body		
St Athan Primary	30	30	1	1	
St Brides Major C.W Primary	30	30	*late applications and appeals determined by the governing body		
St David's C.W Primary	30	22	*late applications and appeals determined by the governing body		
St Illtyds Primary	54	29	0	0	
St Joseph's R.C Primary	30	26	*late applications and appeals determined by the governing body		
St Nicholas Primary	18	18	0	0	
Sully Primary	50	51	7	2	
Victoria Primary	60	60	4	0	
Wick & Marcross C.W Primary	22	22	*late applications and appeals determined by the governing body		
Y Bont Faen Primary	30	34	3	2	

Name of School	Admission number	Number of successful applications	Number of appeals	Number of successful appeals	Number of appeals held after 30 days
Ysgol Bro Morgannwg	30	30	4	1	
Ysgol Dewi Sant	30	28	1	1	
Ysgol Gwaun Y Nant	60	25	0	0	
Ysgol Pen Y Garth	60	39	0	0	
Ysgol Iolo Morgannwg	30	30	0	0	
Ysgol Sant Baruc	60*	46	0	0	
Ysgol Sant Curig	60	60	0	0	
<b>Primary Total</b>	1584	1444	45	8	
Cowbridge Comprehensive	240	240	3	1	
Llantwit Major Comprehensive	180	176	0	0	
Pencoedtre High	210	240*	3	1	
St Cyres Comprehensive	210	210	9	0	
Whitmore High	180	188	30	4	
Ysgol Bro Morgannwg	240	206	0	0	
<b>Secondary Total</b>	1260	1260	45	6	
<b>Total</b>	<b>2857</b>	<b>2704</b>	<b>90</b>	<b>14</b>	<b>0</b>