

**DIRECTORATE OF LEARNING AND SKILLS**

**Admissions Forum (MS Teams)**

**10th June 2022**

**MINUTES**

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| **ATTENDEES:** | Cllr Rhian Birch, Lisa Lewis, Sam Mawhinney, Mike Matthews, Anne Robertson, Rhian Andrew, Sian Lewis, Ceri Thomas, Andrew Hennessey, Cedric Burden, Sarah Owen (on behalf of Trevor Brown) |
| **APOLOGIES:** | Trevor Brown, Rebecca Morteo, Jane Werrett, Nathan Slater |

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| **ITEM** | **ISSUE** | **ACTION REQUIRED** | **Member** |
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| 1 | Minutes of Previous Meeting | The minutes were checked for accuracy and agreed as a true record. |  |
| 2 | Matters arising | L.L introduced Cllr Rhian Birch, whom would be replacing Cllr Lis Burnett. |  |
| 3 | Terms of Reference and Membership | A.R suggested amending 5.2.1 relating to the location of meetings to include the permanent possibility of holding meetings via MS Teams in order to improve attendance and cut travel times etc. and to move in line with other authorities. |  |
| 4 | Update on annual admission rounds and appeals (SM) | SM went through the school admissions summary for 2022 which included nursery, reception and secondary intake. SM highlighted areas of particular success that the team achieved through their efforts as well as any areas of concern in terms of demand for places as of now and in future years. SM provided details of appeals heard/ to be held for each admission rounds and the success rates and also provided comparison with previous years. MM confirmed the comments made and added some context in terms of arrangements in place with schools to manage this demand. |  |
| 5 | Annual performance data on school admissions | SM outlined the summary of in-year school admissions and how the team was managing demand for particular year groups in both primary and secondary provision. SM supplied details of appeals heard and the success rates, also providing comparison with previous years. |  |
| 6 | Draft parental guide to school admissions 2023/24 for consideration (MM) | M.M explains the use of the parental guide and the minimal updates that will be made for 23/24 and advises that after catchment area and criteria changes in previous years, it is now time to reflect upon the effects of the changes whilst reviewing pupil data.  Members to read through and feedback. |  |
| 7 | Update on Co-ordinated admission arrangements (MM/SM) | S.M explains the co-ordinated admissions arrangements is in its 4th year of operation for primary admissions and 2nd year for Secondary admissions. S.M welcomed St Joseph R.C Primary being involved for 22/23 admissions and indicated that All Saints C.W Primary would join for the 2023/24 admissions process.  C.T comments on the success of the pilot scheme from a participating school’s perspective and thanks the admissions team for their efforts. |  |
| 8 | Update on Ukrainian Refugees (LL) | L.L discussed the support group created to provide support and guidance on a number of areas across the council and the procedures in place to support these families. L.L advised on the number of families applying for school places and also those that are relocating to the area in the near future. L.L also described the process isn’t as straightforward as for general admissions applications and that there are relevant processes that must be completed before pupils can enter education settings. |  |
| 9 | Date for next meeting | 18th November 2022 - TBC |  |
| 10 | Any Other Business | R.A discussed how we could improve promotion of application guidance for parents.  S.L asked for any support and guidance for schools in terms of promoting the school and facilities to those in the local area.  L.L advised that support is available through the Comms team of the council and to contact L.L to discuss.  S.M indicated an arranged meeting with neighbouring authorities to discuss promotion of guidance and targeting particular areas to tackle demand issues etc. |  |