

**MINUTES OF A MEETING OF  
THE PEMBROKESHIRE ADMISSION FORUM  
HELD IN ROOM NW0D, NORTH WING, COUNTY HALL  
HAVERFORDWEST  
ON THURSDAY 15<sup>th</sup> JUNE 2017 AT 8:30am**

PRESENT: Cllr JT Davies                      Cllr A Tudor  
            Rev P Mackness                  Mr F Ciccotti (Chair)  
            Mrs M Brown                      Mrs S Roberts  
            Mr P Williams                    Mrs K Evan-Hughes  
            Miss T Williams

ALSO IN ATTENDANCE: Mr H Jones (Secretary to the Forum)  
                                  Mrs MM David (Minute Clerk)

**1. Apologies for absence**

Apologies for absence were received from:  
Cllr D Lloyd, Canon B Witt and Mrs D Davies

**2. Admission Forum membership**

Following the Chair's request that all members introduce themselves, the Secretary advised the Forum of new members following the recent Council elections and new administration. He advised that there were currently two vacancies; one for Community/VC Schools and one Parent Governor and that as Mr Frank Ciccotti would be retiring at the end of term a further Community/VC representative would be required. As a result a new chair would be elected at the Autumn (November) meeting. The Director for Children & Schools stated that she would seek appropriate headteacher nominations.

**3. Minutes**

The minutes of the meeting of the Pembrokeshire Admission Forum held on Thursday 17<sup>th</sup> November 2016 were approved and signed as a correct record.

**4. Matters arising**

The Secretary confirmed that he had written to the Hywel Dda Health Board regarding advice being given in relation to school admissions. He confirmed that he had not received a response.

The Secretary had attended a seminar regarding the housing and settlement of refugees in Pembrokeshire. The Admissions Officer

**ACTIONS**

**KEH**

had attended one panel meeting. One family had already been agreed places and two families were due to arrive in June/July.

## **5. Review of changes to composite school prospectus for 2018/19**

A document detailing the proposed changes was distributed to the members in their packs and the updates would be amended in the booklet, subject to council approval of certain school changes. The Secretary advised the Forum that the revised Oversubscription Criteria had been approved by Cabinet as part of its approval of the annual admissions arrangements.

Members were reminded that there was a requirement for the prospectus to be published annually on 1<sup>st</sup> October, and they discussed the advantages of the booklet only being available electronically. It was agreed by the Forum not to print the booklet and that it would be only available as a PDF on-line (Printed copies on request).

The members requested that the Secretary look into publishing the booklet on the website as an interactive brochure with appropriate links to relevant sections.

HJ/MMD

## **6. Monitoring of VA Schools admission arrangements**

The Secretary reminded Forum members of their responsibility towards monitoring both the Council's admission arrangements for Community/VC schools as well as VA schools. He reassured the Forum that the monitoring of VA schools had improved since the implementation of the VA1 form; only St Marys had not returned the VA1 form this year.

## **7. Update on secondary transfers for September 2017**

A report was distributed and the information was discussed.

## **8. Report on admission appeals**

The Secretary informed the Forum that there had been 18 appeals since the last meeting; 16 of these were upheld. There were 11 for Prendergast, 2 for Milford Haven, 1 for Spittal, 3 for Fenton and 1 for Tavernspite.

The Forum discussed the impact and implications when Appeals Panels admit over the admission number and why do appeals get upheld when year groups are full? The Forum were advised that there is a statutory right to offer an appeal for compulsory school age

children and it is then out of the authority's hands and considered by the appeals panel.

The Director for Children and Schools explained that previous directors had been more lenient in agreeing admission requests, but because of surplus places we now apply the admissions code and policy more rigorously, therefore there had been an increase in appeals. All applications are looked at on an individual basis, and exceptions can be made in particular cases.

Members remarked that Governing Bodies had questioned if the Panel considered what impact the increase over admission number had on resources i.e. toilet/pupil ratio.

Members asked have the authority made any forward planning admission for the Milford Haven area? It had been agreed to amalgamate Milford Haven Junior and The Meads, subject to Council approval.

Members were advised that there were also challenges in the Haverfordwest area and that whilst a preliminary engagement exercise had been undertaken and reported upon, no proposals were in place currently,

The Forum was advised by Mrs Roberts that her concerns were for families being rehoused (i.e. after domestic violence) into areas where the schools were full, the VA schools take these children in, invest a lot of time, resources and emotional wellbeing, but as soon as the waiting list place becomes available they move on to a Local Authority school.

The Director for Children & Schools advised that she would speak to the Housing Department on this matter.

The Forum asked the Secretary to provide a pattern of appeals tracking over a 3 or 4 year trend.

## **9. On-line Admissions update**

The Forum was informed that the Education Directorate would be transferring to a new Schools management information system (MIS) called Teacher Centre. Integral to this system is an on-line admissions system. The Admissions Officer and Admissions Assistant had attended training and implementation was imminent. The Admissions process would be fully on-line and parents could expect a much improved 'customer experience' as they would receive automatically generated emails to indicate the progress being made on their application for a school place. The Secretary said that this was a welcome departure from the current Spreadsheet/paper based system.

## **ACTIONS**

**KEH**

**HJ/MMD**

The members asked what the cost savings for schools would be –  
The Secretary replied that Teacher Centre represented a cost saving on the current MIS (G2) and there would likely to be further administrative savings in due course, particularly in schools.

### **10. 6<sup>th</sup> Form Admissions**

The Secretary asked the Forum to consider whether we should have specific 6<sup>th</sup> Form admission arrangements for schools, due to a mixed range of schools, i.e. 3-16, 11-16, 11-19.

The Forum discussed the difficulties, particularly that most 6<sup>th</sup> Form admissions are done immediately after the GCSE results with only a window of a few weeks to process and the diverse nature of provision, academic, vocational and SEN requirements.

It was agreed that the current system should continue but that the Secretary was to check that all schools offering 6<sup>th</sup> Form should have a reference to admission procedures in their school prospectus.

HJ/MMD

### **11. Date of next meeting**

The next meeting of the Forum would be held in County Hall on Thursday 23<sup>rd</sup> November 2017 at 8.30am.

The meeting terminated at 9:30am.

Signed as a true record \_\_\_\_\_  
Chair of Admissions Forum

Date \_\_\_\_\_