

**MINUTES OF A MEETING OF THE  
SCHOOL ADMISSIONS FORUM  
HELD ON TUESDAY 14 JUNE 2011 FROM 7.03PM TO 8.52PM**

*Present:-*

**Local Education Authority Representatives:**

Beth Rowland

**Diocesan Representatives**

David Babb (Chairman)

**Representatives from the Local Community**

Patricia Cuss – *Early Years Forum*

Captain Rob Gisby - *Arborfield Garrison*

– *Other Faith Groups*

**Schools Representatives**

Hilary Winter – *The Piggott CE Aided Secondary School* (Vice Chairman)

Jean Bateman – *Grazeley CE Aided Primary School*

*Also present:-*

*Rob Stanton, Executive Member for Education Services*

*David Armstrong, Policy and Schools Access Officer*

*Piers Brunning, Service Manager Children's Services Infrastructure Development*

*Sue Riddick, Lead Admissions Officer*

*Tricia Harcourt – Principal Democratic Services Officer*

*Charles Yankiah – Senior Democratic Services Officer*

**92. MINUTES**

The Minutes of the meeting of the Forum held on 15 March 2011 were confirmed as a correct record and signed by the Chairman.

**93. APOLOGIES**

Apologies for absence were submitted from Colonel Derek McAvoy, Arborfield Garrison (Capt Rob Gisby attended in his place), Elaine Stewart, Aldryngton Primary School, Paula Montie, Polehampton CE Junior School, Phiala Mehring, Parent Representative, Councillor Pauline Helliar Symons and Rachael Wardell, Head of Children's Services Strategy and Partnerships.

**94. DECLARATIONS OF INTEREST**

None were submitted.

**95. LOCAL AUTHORITY DRAFT 2011 ANNUAL REPORT TO SCHOOLS  
ADJUDICATOR**

Sue Riddick, presented the Draft Annual Report 2011 set out on Agenda pages 5 to 23 and informed the Forum that this was the 3<sup>rd</sup> production of an Annual Report and that a template had been provided by the School's Adjudicator that needed to be completed. She then explained the following sections of the Draft Annual Report 2011 –

**Section 1 – Academic Year 2010-2011**

- Fair Access Protocol

- Infant Class Sizes
- Admission Appeals

### **Section 2 – Academic Year 2011-2012**

- Children in Care
- Children with Disabilities
- Children with Special Educational Needs
- Service Children
- Co-ordinating Admissions

### **Section 3 – Admission Arrangements**

- all admission arrangements have been considered and are fully compliant

### **Section 4 – Other Matters**

- Admission Forum
- Free School Meals

### **Section 5 – Other Issues**

- Choice Advice
- Targeted Support
- Transport

### **Section 6 – Other Issues requested this year by the Department**

- 6<sup>th</sup> Forms
- Aptitude

The Chairman requested that the information regarding the Diocese from Oxford not confirming that the appeals panel for Church of England Aided Schools complied with the requirement of the Appeals code, be updated as he could confirm on behalf of the Diocese that appropriate training had been undertaken.

Sue Riddick informed the Board that the appropriate changes would be made to the Draft Annual Report 2011.

The Forum commented on the Draft Annual Report as follows –

- if the new code is approved then service children will be given priority within infant class sizes
- this presents some difficulty as the forces move around frequently and moves to the borough are mainly made in the summer
- free school meals does not form part of the oversubscription criteria
- the draft code makes no mention of choice advisors

Sue Riddick, informed the Board that the reason there may have been no mention of Choice Advisors in the draft code is mainly because the funding had been withdrawn.

### **RESOLVED** That:

- 1) the Draft Annual Report 2011 be noted by the Forum;
- 2) the proposed amendments and corrections be made to the report; and

- 3) Sue Riddick and her team be thanked for the quality and detail of the Draft Annual Report 2011.

#### **96. UPDATE ON 2010-11 IN YEAR ADMISSIONS**

Sue Riddick, presented the Update on 2010/11 Admissions set out on Agenda pages 24 to 28 and informed the Forum regarding the numbers in schools by year groups and in-year admissions.

She also informed the Forum of the following, that –

- figures quoted for transfers includes children moving schools that either do not require a house move or require a local house move within the Borough;
- figures quoted for moves to the area include children moving to the Wokingham Borough including moves from abroad and service families;
- co-ordination between local authorities was introduced for applications from September 2010 requiring parents to apply to their home local authorities, prior to this date parents applied to the school or local authority in which the school is situated; and
- where a parent can provide evidence of a move to the Borough, an application can be made direct to Wokingham Borough Council in accordance with the in-year co-ordinated admissions scheme.

#### **RESOLVED** That:

- 1) the Update on 2010/11 Admissions be noted by the Forum;
- 2) the proposed corrections be made; and
- 3) the additional information requested regarding the Admission Numbers being inserted in the future be noted.

#### **97. TRANSFER GROUP UPDATE 2011/12**

Sue Riddick, presented the Transfer Group Update on 2011/12 set out on Agenda pages 29 to 36 and informed the Forum of the following –

##### **Entry to Primary**

- there are challenges due to increasing numbers
- Winnersh Primary – 26 extra places made available
- Hawkedon Primary – 20 extra places made available
- Shinfield Infant – 26 extra places made available
- significant effort went into contacting the early years providers prior to the closing date regarding those parents who had not yet applied with children of their settings to successfully minimise late applications.

Patricia Cuss, Early Years Forum representative commented that the efforts were greatly appreciated and useful as the responses were higher than normal.

Jean Bateman, Grazeley CE Aided Secondary School enquired if the late applications were mainly from young parents with young children entering into infant education.

Sue Riddick informed the Forum that the late applications were mainly from parents with children with siblings in some schools who assumed that those children would be automatically placed or did not attend a Wokingham Borough setting.

### **Infants to Junior**

- the lower number this year meant there were sufficient places in the Borough at the time of allocation
- only 1 child was not allocated their preference

### **Primary to Secondary**

- there was an increase in online applications from 48% to 69%
- it was challenging to process the increase in online applications
- those requesting grammar only preferences were not allocated to an alternative school and parents were advised what schools still had places should one be required
- 10 places were still available after allocation and the relevant parents were written to with the appropriate information, however, parents rarely respond as children remain in independent education

### **RESOLVED** That:

- 1) the Transfer Group Update on 2011/12 be noted by the Forum; and
- 2) Sue Riddick and her team be thanked

### **98. DRAFT SCHOOL ADMISSIONS CODE 2011**

Sue Riddick, presented the Draft School Admissions Code 2011 as set out in the Agenda, page 37 and in the supplementary information circulated to the Forum.

Sue Riddick presented the Forum with a summary paper (see attached as Appendix 1 to these minutes) highlighting some of the proposed changes in the Draft Admissions Code and the initial comments in relation to the proposed changes.

Hilary Winter enquired if there was any mention of teacher's children having any preference.

Sue Riddick referred the Forum to section 1.33 of the Draft Admissions Code which clearly stated that "admission authorities could decide to give priority to children of staff, but they must set out clearly in their admission arrangements how they will define 'staff' and on what basis children of staff will be prioritised."

The Chairman commented that a lot of problems will develop if schools are allowed to increase their admission numbers in year which does not take into account the burden of capacity and resources.

Piers Brunning informed the Forum that if there is an increase above the physical capacity then there could be a challenge on the safety of pupils within the school.

### **RESOLVED** That:

- 1) Sue Riddick be thanked for producing the summary on the Draft Admissions Code 2011; and
- 2) Sue Riddick arranges an additional meeting for Forum members to discuss any issues or views that could be incorporated into the local authority response.

### **99. PUPIL NUMBER PROJECTIONS**

Piers Brunning presented the Pupil Number Projections report that provided detailed information regarding Primary and Secondary Schools based upon the January 2011 pupil census.

He also informed the Forum of the following -

- Wokingham is now experiencing a rise in births
- It is too early to tell if this rise in births has already peaked and may decrease or may continue upward
- Wokingham is also gaining children through an inward migration which means historic relationships between births and reception data are no longer a reliable base for roll projections
- This is the first attempt at school projections, taking account of future changes to admission arrangements and they need to be refined a bit more
- though the demand for secondary school places is projected to increase, there are currently sufficient places available for Wokingham residents.
- Data sources include the figures from reception to primary school and primary to secondary schools, however, there seemed to be a gap in the figures between birth and reception are mainly to parents moving around and into the area.
- GP data would be more reliable as a basis for projections, but there are no permissions for that data to be used yet.

Beth Rowland commented that WBC needed to plan for the future in its delivery for the additional housing in the Wokingham area so as to manage the pupil generation and population better in the future.

**RESOLVED:** That the Pupil Number Projections report be noted by the Forum.

#### **100. NEXT MEETING**

It was noted that the next meeting be held on 23 November 2011 at 7.00pm in the Civic Offices, Shute End.

*These are the Minutes of a meeting of the School Admissions Forum*

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