

Admission Forum Annual Report 2015 - 2016

Admission Authority: The City of Cardiff Council

Secretary to the Forum: Elaine Bailey

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Membership and attendance of the Forum

Name	Position	Time served as Forum Member *	Membership by category (see table below)
1. Nick Batchelar	Chair	3 years	LA
2. Janine Nightingale	Vice Chair	1 year	LA
3. Michele Duddridge Hossain	LA rep	1 year	LA
4. Julie Sambell	LA rep	8 years	LA
5. Rhys Harries	Headteacher Comm School	9 years	S/CV
6. Nick Naish/Jonathan Keohane	Headteacher Comm School	1 Year	S/CV
7. Louise Mills	Headteacher VA School	4 years	S/VA
8. Anne Robertson	Roman Catholic Diocese	10 years	RC
9. Canon Edwin Counsell	Church In Wales Diocese	11 years	C/W
10. Dr Annette Daly	Church In Wales Diocese	1 year	C/W

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

Meeting dates and attendance

	Date	Number of Forum Members in attendance - by category
First meeting	18/01/16	3 LA REP, 2 S/VC, 1 RC
Second meeting	23/12/16	2 LA REP, 2 S/VC, 1 S/VAa
Third meeting		

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].

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

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

All Admission Authorities have been consulted as required.

Admission policies were provided for the Information for Parents booklet as part of the consultation process. Policies requested by 1 June as required by the WG School Admissions Code 2013.

**What admission arrangements have been put in place to serve the interests of vulnerable children?
Have they proved successful?
What other arrangements have you identified to support these children?**

Admission arrangements in place to serve the interests of vulnerable children in Cardiff include the Fair Access Panel and the Managed Admissions Panel.

The Fair Access Panel meets every 2 weeks in order to consider and make recommendations and/or agree appropriate actions specific to :

- Admission of hard to place children
- Requests for frequent school transfers
- School transfer requests where pupils have not changed address
- Monitoring and tracking permanently excluded pupils and those at risk of disaffection or exclusion
- Addressing the specific needs of pupils with health needs or exceptional circumstances
- Pupils transferring in to the LA area where there is evidence of specific issues and where additional support may be required on admission.

The Managed Admissions Panel was established in order to:

- Consider the admission of pupils with challenging behaviour in order to avoid some undersubscribed schools admitting an undue proportion of children with challenging behaviour and
- Allow all schools to admit a more even share of pupils.

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

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

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

The background information obtained by the Admissions Team for In Year requests assists in deciding if a pupil should be referred to the Fair Access Panel. Admission requests referred to the Panel pre-empt as far as possible any potential issues before a pupil is admitted to school in order to put in place appropriate support.

The Managed Admissions Panel (formerly 'The Hard to Place Panel' has been established to carry out a managed admissions protocol agreed between the Head teachers of Community, Voluntary Aided and Foundation Schools which deals with unplaced pupils (including permanently excluded pupils), especially the most vulnerable, ensuring they are found and get offered a place quickly, so that the amount of time any pupil is out of school is kept to a minimum.

Consideration is also given to managed moves, where appropriate, in accordance with the guidance in the WG Information document: Effective managed moves.

The In Year procedures are working well with increased use of Council Information Hubs. However the increasing demand on school places, the provision available in certain parts of the City, the increase in birth rate and the high volume of new arrivals into the City has continued to lead to further pressures on the admissions process.

There has also been an increase in the number of statutory appeals.

A total of 2,795 applications were considered for the 2015/16 academic year.

**What key admission issues have been identified for the area?
What are they and how has the forum addressed them?**

The key admission issues have been identified for the area and how the forum addressed them is as below:

The Forum considered the 2017/18 School Admission arrangements and supported the following changes.

- The inclusion of looked after children by the Local Authority (as defined by section 22 of the Children Act 1989) or previously looked after children (as defined by the Welsh Government School Admissions Code document no. 005/2-13)
- Waiting lists For Primary and Secondary Annual round applications to be kept until the end of the Autumn Term 2017 in line with In Year admissions.

In addition the Forum Considered:

- Common Dates of Return and Common Dates of Offer Issue: September 2017
- Coordinated admission arrangements
- Updates to School Organisation Proposals

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

Council website.
Consultation procedures
The Information for Parents Booklet
Communications Plan
Council Hubs
Social media

Date Forum's advice published on Admission Authorities Website:

Please also provide the relevant link:

Signature: Elaine Bailey

(Secretary to the Forum)

Date: 29.11.16

Please return the completed report by 30 November 2015 to:

SchoolsManagementDivision3@wales.gsi.gov.uk

School Admissions and Appeals 2014/2015

Name of school	Admission number	Number of applications	Number of successful applications	Number of appeals	Number of successful appeals
Adamsdown Primary School **	30	46	46	0	0
Albany Primary School	60	89	60	6	0
Allensbank Primary School **	30	38	38	0	0
Baden Powell Primary School	60	58	58	0	0
Birchgrove Primary School *	56	75	60	1	0
Bryn Celyn Primary School	30	30	30	0	0
Bryn Deri Primary School	30	43	30	0	0
Bryn Hafod Primary School	60	52	52	0	0
Cantonian High School	181	83	83	0	0
Cardiff High School	240	397	240	29	2
Cathays High School	165	145	145	0	0
Coed Glas Primary School **	60	72	72	0	0
Coryton Primary School	30	36	30	1	0
Creigiau Primary School (English-medium stream)	54	27	27	0	0
Danescourt Primary School	60	68	60	0	0
Eastern High School	240	162	162	0	0
Fairwater Primary School	40	29	29	0	0
Fitzalan High School	286	315	286	20	1
Gabalfa Primary School	43	28	28	0	0
Gladstone Primary School	30	38	30	1	0
Glan-Yr-Afon Primary School	41	20	20	0	0

Name of school	Admission number	Number of applications	Number of successful applications	Number of appeals	Number of successful appeals
Glyn Derw High School	183	66	66	0	0
Glyncoed Primary School	60	80	60	1	0
Grangetown Primary School	60	86	60	3	0
Greenway Primary School	30	36	30	1	0
Gwaelod-Y-Garth Primary School (English-medium stream)	7	7	7	0	0
Hawthorn Primary School	30	39	30	3	0
Herbert Thompson Primary School	75	70	70	0	0
Hywel Dda Primary School **	45	60	60	0	0
Kitchener Primary School	60	66	60	0	0
Lakeside Primary School	60	100	60	18	0
Lansdowne Primary School	60	68	60	3	0
Llanedeyrn Primary School	55	46	46	0	0
Llanishen Fach Primary School	60	69	60	7	0
Llanishen High School	300	277	277	0	0
Llysfaen Primary School	60	90	60	7	0
Marlborough Primary School*	60	116	90	4	0
Meadowlane Primary School*	40	45	45	0	0
Michaelston Community College	159	99	99	0	0
Millbank Primary School	30	48	30	6	0
Moorland Primary School	60	74	60	5	0
Mount Stuart Primary School **	42	63	60	0	0
Ninian Park Primary School *	57	73	68	0	0
Oakfield Primary School	60	53	53	0	0
Pencaerau Primary School	30	34	30	3	0
Pentrebane Primary School	34	29	29	0	0

Name of school	Admission number	Number of applications	Number of successful applications	Number of appeals	Number of successful appeals
Pentyrch Primary School	27	17	17	0	0
Pen-Y-Bryn Primary School	34	37	37	0	0
Peter Lea Primary School	45	49	46	2	0
Radnor Primary School *	41	45	45	0	0
Radyr Comprehensive School	210	242	210	14	2
Radyr Primary School*	45	59	59	0	0
Rhiwbeina Primary School *	75	118	90	7	0
Rhydypenau Primary School*	60	133	60	14	0
Roath Park Primary School *	58	90	60	6	0
Rumney Primary School	60	76	61	6	0
Severn Primary School	60	80	60	4	1
Springwood Primary School	70	22	22	0	0
Stacey Primary School	30	33	30	1	0
Thornhill Primary School	60	80	60	2	0
Tongwynlais Primary School**	22	33	28	3	0
Ton-Yr-Ywen Primary School	60	101	60	7	0
Trelai Primary School *	58	47	47	0	0
Trowbridge Primary School	60	23	23	0	0
Whitchurch Primary School*	75	107	90	0	0
Willowbrook Primary School**	45	50	50	0	0
Willows High School	224	111	111	0	0
Windsor Clive Primary School	60	56	56	0	0
Ysgol Bro Eirwg	60	64	60	1	0
Ysgol Coed-Y-Gof	60	50	50	0	0
Ysgol Creigiau (Welsh-medium stream)	52	25	25	0	0

Name of school	Admission number	Number of applications	Number of successful applications	Number of appeals	Number of successful appeals
Ysgol Glan Ceubal	28	10	10	0	0
Ysgol Glan Morfa	30	36	30	1	0
Ysgol Gwaelod Y Garth*	26	39	30	6	1
Ysgol Gyfun Gymraeg Bro Edern	180	100	100	0	0
Ysgol Gyfun Gymraeg Glantaf	240	172	172	0	0
Ysgol Gyfun Gymraeg Plasmawr	180	189	189	0	0
Ysgol Melin Gruffydd	60	67	60	0	0
Ysgol Mynydd Bychan	30	37	30	4	0
Ysgol Nant Caerau	30	43	30	3	1
Ysgol Pen Y Pil	30	27	27	0	0
Ysgol Pencae	30	56	30	4	0
Ysgol Pen-Y-Groes	30	16	16	0	0
Ysgol Pwll Coch	60	78	60	3	0
Ysgol Treganna	90	115	90	4	1
Ysgol Y Berllan Deg	60	70	60	4	0
Ysgol Y Wern*	60	76	75	0	0
* Governing Body in liaison with Local Authority agreed to admit additional pupils.					
** Increased provision.					