

**SOUTHWARK ADMISSIONS FORUM MINUTES
MONDAY, NOVEMBER 27TH 2006**

1. Present	LA Representatives
	Councillor Caroline Pidgeon
	Councillor Veronica Ward
	Community Schools
	Liz Hanham, Walworth School
	Josie Lewis for Wendy Mortimer-Lee, Riverside Primary
	Foundation Schools
	David Shepherd for Chris Bowler, The Charter School
	Voluntary Aided Schools
	Sister Anne Marie Niblock (Notre Dame)
	Lynn Charlton, St Jude's CE Primary School
	Church of England Diocese
	Carol Jerwood
	Roman Catholic Diocese
	Josie Spanswick
	Parent Governors
	Ann Marie Eastwood
	Academies
	Peter Crook, The Academy at Peckham
	Officers
	Alison Delyth
	Moira Leydon
	Mark Small
	Pauline Armour
	Sandra Gee
	Anita Hawksley
	Ibironke Oniru
	Bob Ballard
	Nick Hammil

Apologies	Doug Mitchell, Surrey Square
	Glenn Garcia, Officer
	Rachel Woolf, Officer

Declarations of Interest - Nil

2. Minutes of Previous Meeting. Accuracy and Matters Arising (30/10/06)	Action
<ul style="list-style-type: none"> • Amendment 25.9.06 minutes – AD made a formal statement to the Forum and asked for this to be recorded in the minutes stating that the letter from St Michael’s went out in the Head’s name in 2005. • Matters arising – Bacon’s College – Working with consultants to write admission policy and supplementary form. AD has offered comments on draft. • PC has met with school to assist with getting admission policy in line with new Code • Forum has requested to see amended draft when prepared. • Matters arising – Membership - SAM – Forum agreed Head of Riverside to become member, Josie Lewis –attending as acting Head when Head unable to attend Forum meetings. • Matters arising – Pupil Tracking – Number of children out of school down to 15 from 23 at last Forum meeting. Those 15 being pursued with legal action by EWAS. AD – Very good outcome for Southwark • Matters arising – Kingsdale – AD meeting with Head and Chair of Governors this week. School to be briefed on new Code. 	GG

3. Draft School Admissions Code	Action
<ul style="list-style-type: none"> • Updated comments from LIAAG tabled • SAM – Comments from Catholic Diocese Choice Advisors – How can their independence be safeguarded when LA is an Admission Authority? Faith based oversubscription – Faith Leader to determine commitment to faith not DfES • AD went through additional points to consider. • Point 19 “Admission Forum should have power to temporarily alter the admission limit for schools in special measures” (Geoffrey Chaucer) – Agreed to include in consultation response. • SAM/CJ – Point 24 “Common supplementary form” Supplementary forms cannot ask non-essential information. What may be essential to one school, may not to another meaning a 	

<p>school is receiving non-essential information. Take out point 24 – Agreed</p> <ul style="list-style-type: none"> • CJ – Point 1 “Admission Forum should have the power to change ‘should’ to ‘must’” ‘Shoulds’ ought to be treated as ‘musts’ or to be justified. Take out point 1 – Agreed • Point 15 – Take out last paragraph – Agreed 	
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4. Primary Advertising Campaign (Change of order)	Action
<ul style="list-style-type: none"> • Advertisement shown to Forum. • Cllr NV via email – No postal address on advertisement. 	

5. Co-ordinated and Mid Year Admissions (Including e-Admissions) Update	Action
<ul style="list-style-type: none"> • AH – Secondary Over 2600 applications 8 CLA. All except 2 named different first preferences. 217 on-line applications. Time consuming, changes had to be done manually. Measurements completed and sent to schools Information of applications sent to non-community schools. Schools to rank all applicants and return by 22 Dec • Primary Forms coming in. Closing date 26th Jan. • Mid Year 2 staff members on secondment in EOTAS to speed up MYAs. Have met with 7 schools about speeding up turn around. • SAM – Schools have reported that they are ready to take children, hold up not being caused by schools. • PA – Letters gone to schools re new system. Lists of out of school children to be sent to all Headteachers and SAOs at schools with vacancies each Friday. • Reminder also sent to schools re returning clearing house figures. • Thanks to schools for their cooperation. • LH – Admission number for Walworth is 180 not 240 as stated on preference information sent to schools this week. 	

6. Admissions Arrangements for 2008	Action
<ul style="list-style-type: none"> • Timetable – j) Change ‘maintained’ schools to ‘publicly funded’ – Agreed • Consultation packs – Change ‘should’ to ‘must’ in the first line – Agreed • Use of supplementary forms – Take out b) – Agreed - Make last paragraph part of e) and take out last sentence - Agreed • Random allocation – LH – Why random allocation policy? AD – New Code often refers to ‘Random allocation’, would be helpful to have a policy in place if/when it comes up. CJ – First sentence needs to be altered. • Fair banding – PC – If Forum agrees to the use of QCA testing, Harris Academies will use. AD – Ideally would like all primaries to use year 5 tests. LC – Who is paying? Forum is interested in the idea of using QCA testing, not for 2008 unless DfES timeline extended. Wording in points 4 & 5 to be amended. LC – Requested primary Heads be consulted. Fair banding policy to be revisited. • Waiting lists – AH – point 8a) date is 22nd March SAM – Point 5) to be amended. Withdrawal of places policy must be advertised to parents (in booklet?) – Agreed • Co-ordinated protocols – Updated from last year. Updated version of secondary co-ordinated protocol distributed. Addition of point 17 - Noted 	<p>AD</p> <p>AD</p> <p>AD</p> <p>AD</p> <p>AD</p>

7. SEN Protocol	Action
<ul style="list-style-type: none"> • BB - Admission Forum to agree protocol Amended from last year SEN CAF Limit to 3 preferences All schools consulted Co-ordinated with Lambeth/Lewisham • SAM – All schools being consulted for every SEN child causes unnecessary anxiety for schools, too much paperwork. • Ranking only necessary if more applicants than SEN places. • PC – Change the word ‘ranking’ – Agreed 	

<ul style="list-style-type: none"> • MS – Legal disagree with policy, open to legal challenge, SEN children are entitled to their first preference. • DS – Recommend clear guidance to parents as to the purpose of listing 3 preferences. Make scheme more transparent to avoid possibility of prosecution. • PC – More amending needed. Perhaps include a user friendly parents guide? 	
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9. Individual School Issues	Action
<ul style="list-style-type: none"> • None 	

10. Any Other Business	Action
<ul style="list-style-type: none"> • The Forum acknowledges that it is Alison's final meeting and thanks her for her service. 	

Meeting closed: 18.15

**Date of next meeting: Monday 22nd January 2006
4pm at Cator Street**