

**SOUTHWARK ADMISSIONS FORUM MINUTES
MONDAY, OCTOBER 30TH 2006**

1. Present	LA Representatives
	Councillor Veronica Ward
	Community Schools
	Mickey Kelly (Redriff)
	Foundation Schools
	Doug Mitchell (Surrey Square Infants & Junior)
	Voluntary Aided Schools
	Sister Anne Marie Niblock (Notre Dame)
	Church of England Diocese
	Carol Jerwood
	Roman Catholic Diocese
	Josie Spanwick
	Parent Governors
	Ann Marie Eastwood
	Officers
	Alison Delyth
	Moira Leydon
	Mark Small
	Pauline Armour
	Sandra Gee
	Glenn Garcia
	Anita Hawksley

Apologies	Councillor Caroline Pidgeon (LEA)
	Councillor Nick Vineall (LEA)
	Peter Crook (The Academy at Peckham)
	Lynn Charlton (St Jude's)
	Chris Bowler (The Charter School)

2. Minutes of Previous Meeting. Accuracy and Matters Arising (25/9/06)	Action
<ul style="list-style-type: none"> • Amendment - 2. Matters arising. Head's name, apostrophe needs to be added. • Amendment - 7. Families living abroad. 2nd bullet point, should say admissions not admittance. • Amendment – 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. • Officers on listing should be listed separately as not Forum members. • Matters arising - AD – Had a conversation with DfES as a lot has happened with Bacon's re transfer from CTC – Academy. CTC's admissions arrangements out of kilter with new Code, but being revised. • Matters arising - Membership. AD wrote to community primaries - Head of Riverside and Deputy interested. AD to check eligibility, otherwise Forum agree Head – Wendy Mortimer-Lee 	<p style="text-align: center;">GG</p> <p style="text-align: center;">AD</p>

3. Approval of Constitution and Terms of Reference	Action
<ul style="list-style-type: none"> • Changes in red on text. • 11.2 (Role of the Admissions Forum) – Agreed the amendments, which are taken from the Draft Code. • All other amendments/changes to the constitution - agreed • GG - How should the LA put forward any items to the Forum that are submitted by schools/other agencies? Agreed - In first instance, Chair to control agenda, therefore requests should be put forward to the Chair as detailed in 6.2 of the constitution. 	

4. Elections of Chair and Vice Chair	Action
<ul style="list-style-type: none"> • Peter Crook nominated as Chair by Mickey Kelly, seconded by Doug Mitchell – agreed. • Doug Mitchell nominated as Vice Chair by Josie Spanwick, seconded by Sr. Anne-Marie – agreed. 	

5. Primary 2006/7 and Secondary 2006 Admissions Statistics	Action
<ul style="list-style-type: none"> • Amended pages distributed with details of applications made to primary and secondary schools and their admission limit to replace pages distributed with agenda. • MK – Requested at the end of Jan 2007, a report to be produced with information of numbers of pupils on roll at each school against their admission limits. • SAM – terminology needs to be changed to make report clearer before being distributed to schools. Report only needs to show number of applications made to each school. • Updated statistics showing number of applications made to each school and their PAN to be distributed to all schools on behalf of the Forum. 	<p>GG/AH</p> <p>GG</p>

6. Pupil Tracking Report	Action
<ul style="list-style-type: none"> • Comprehensive tracking of pupils in Year 7, Year 3 and reception completed. Details of children missing from education have been passed to the EWAS Team for further investigation. An audit and cross-referencing exercise including PLASC details to be conducted this week to ensure all children have been identified. AH leading on this. • Report back to next Forum. 	<p>GG/AH</p>

7. Consultation	Action
<ul style="list-style-type: none"> • A subgroup meeting has been arranged for the 13th November to discuss a response from the Forum on the new Draft Admissions and Appeals Codes. MK, SAM, and DM have volunteered to meet with Officers to progress this. • Supplementary forms – Southwark Admissions Forum to put pressure on schools to include supplementary forms as part of the consultation on their admission criteria. • MK suggested that a joint letter from the LA and both Diocesan Boards should be sent to all VA schools stating that the LA will need to see supplementary forms from each school and that theses should be included in the consultation process. • LA to provide guidelines and offer support where requested to schools amending their supplementary forms. 	

8. SEN Protocols	Action
<ul style="list-style-type: none"> • Officers have reviewed transfer protocols of mini round. There are to be some changes. • Paper drafted, will come back to Forum for sign off. • SEN CAF – limited to 3 preferences only. All schools named will be consulted. Lambeth and Lewisham have agreed to be part of this system. • Schools can observe panel and decision-making process. • Legal Dept has offered to run briefing sessions for schools. If schools refuse to offer a place to a child with a statement, they must give valid reasons taking into account the Discrimination and Disability Act. • Academies not subject to same rules and regulations, but have agreed to co-operate with the Southwark protocol. 	<p>Bob Ballard/AD</p> <p>MS</p>

9. Individual School Issues	Action
<ul style="list-style-type: none"> • Kingsdale – It was brought to the attention of the LA that supplementary forms were being used by the school for their 2007 admissions. The form had not been consulted on and requested information that is outside the Admissions Code of Practice and their admission arrangements. AD has written a letter to the Chair of Governor’s requesting these forms be withdrawn immediately. • AD met with Heads of VA schools in October, issues raised include: - That the Admissions Team must understand non-community schools criteria as well as that of community schools. • AD has written to schools that are not returning clearing house figures on a regular basis requesting them to do so. • AD - Waiting list issues, need to re-visit in the future • Early Years campaign – posters etc go to all Primary Heads. 	AD/GG

10. Any Other Business	Action
<ul style="list-style-type: none"> • Harris Boys’ Academy East Dulwich will not be opening for 2007. This has not affected the co-ordinated admissions process as admissions for HBAED were kept separate. 	

Meeting closed: 17.45

**Date of next meeting: Monday 27th November 2006
4pm at Cator Street
Note: No December meeting**