

**SOUTHWARK ADMISSIONS FORUM MINUTES**  
**MONDAY, 17 SEPTEMBER 2007**  
**4.00 – 6.00 p.m.**  
**THE LEARNING & BUSINESS CENTRE, CATOR STREET, SE15**

<b>Present</b>	<b>LA Representatives</b>
<b>Apologies</b>	Councillor Caroline Pidgeon
	Councillor Veronica Ward
	Councillor Nicholas Vineall
	<b>Community Schools</b>
	Mickey Kelly – Headteacher of Redriff School
	<b>Academies</b>
	Cathy Loxton – Headteacher of Harris Academy Bermondsey
	Lesley Day – Headteacher of Harris Girls' East Dulwich
	Vanessa Ray – Headteacher of Harris Academy at Peckham
	Keith Sharp – Headteacher of Globe Academy
	Devon Hanson – Headteacher of Walworth Academy
	Martyn Coles – Headteacher of The City of London Academy
	<b>CTC</b>
	Tony Perry – Principal of Bacons College
	<b>Voluntary Aided Schools</b>
	Sister Anne Marie Niblock – Headteacher of Notre Dame School
	Lynn Charlton – Headteacher of St Jude's School
	<b>Foundation Schools</b>
<b>Apologies</b>	Dave Shepherd – Headteacher of The Charter School
	<b>Diocesan Board</b>
	Dr Carol Jerwood – Church of England Diocese
	Josie Spanswick – Roman Catholic Diocese
	<b>Officers</b>
	Glenn Garcia – Head of Pupil Access
	Anita Hawksley – Head of Admissions
<b>Apologies</b>	Moirra Leydon – CLA Advisor
	Pauline Armour – Assistant Director A&I
	Mark Small – Legal
	James Brown – MIA

	<b>Parent Representatives</b>
	Ann Marie Eastwood
	Alie Kallon
	<b>Neighbouring Authorities</b>
	Peter Scott – Lambeth
	Doreen Pendergast – Bromley
	Jane Lawley – Greenwich
	Linda Fuller – Lewisham

**Declarations of interest – Nil**

**Agenda Items:**

<b>1. Introductions and Apologies for Absence</b>	<b>Action</b>
<ul style="list-style-type: none"> <li>• As above</li> </ul>	

<b>2. Minutes of Previous Meeting and Matters Arising</b>	<b>Action</b>
<ul style="list-style-type: none"> <li>• All minutes for the Forum held on 18 June 2007 accurate and agreed</li> <li>• Matters arising – <ul style="list-style-type: none"> <li><b>Item 5</b> – co-ordinated tests – item on 17.9.07 agenda</li> <li><b>Item 6</b> – Bacons College/SSSO consultations – item on 17.9.07 agenda</li> <li><b>Item 7</b> – In Year Fair Access protocol – item on 17.9.07 agenda</li> </ul> </li> </ul>	

<b>3. Testing of Year 6 Pupils – James Brown/MIA</b>	<b>Action</b>
<ul style="list-style-type: none"> <li>• MIA held technical briefing with primary schools on 17.9.07 about testing process</li> <li>• MIA will offer CAT/NVRT scores as well as the banding score to all schools</li> <li>• Out borough residents wishing to apply to Southwark schools will have to take the test at each school.</li> <li>• Next year Principals of Southwark Academies to decide if they can test out borough applicants at a central testing centre and share the results between themselves</li> <li>• Hospital school, Guys Evelina, could arrange to test their children on site as MIA have spare testing documentation, James to liaise</li> <li>• Non-academies will receive the test results after March offer letters have been sent out to parents/carers. SAM stated that results must not be shared before then.</li> <li>• Southwark Parents/carers applying to Haberdasher Askes and similar will still need to sit their test directly at the school</li> <li>• Cathy Loxton thanked primary schools for undertaking the testing of pupils.</li> </ul>	<p style="text-align: center;">JB</p>

<b>4. Update on Consultation of Admissions Criteria for 2008/2009</b>	<b>Action</b>
<ul style="list-style-type: none"> <li>• Norwood School proposed 6<sup>th</sup> form consultation – Southwark raised this with Lambeth LA and as a result, the school withdrew their consultation and will consult properly via the LA next January</li> <li>• St Saviour's &amp; St Olave's – the will liaise with Admissions team over their oversubscription criteria for next year.</li> <li>• Bacons – a further letter from the Forum has been sent to the DCFS as the response</li> </ul>	<p style="text-align: center;">GG/AH</p> <p style="text-align: center;">TP/GG</p>

<p>received did not address the concerns/points raised by the Forum.</p> <ul style="list-style-type: none"> <li>• Mickey asked if he could see a breakdown of the Bacon's post consultation report. Tony Perry to send copy to Glenn to circulate – (SAM advised that due to the size of the document copies should be sent on request).</li> </ul>	
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<b>5. In Year Fair Access Protocol</b>	<b>Action</b>
<ul style="list-style-type: none"> <li>• Draft IYFA protocol circulated at the meeting, updated from the previous HTP protocol.</li> <li>• If any LA cannot agree and IYFA protocol the DCFS can impose one</li> <li>• The Protocol is primarily for secondary schools but can be extended for primary schools as the head's have concerns about pupil mobility</li> <li>• Primary IYFA would work if we co-ordinated mid year admissions for primary schools in the same way as secondary</li> <li>• Only 12 secondary children were placed in schools under the HTP protocol last year</li> <li>• Pauline to do the following to the draft IYFA protocol: <ul style="list-style-type: none"> <li>* Add in faith condition for non-community VA schools</li> <li>* Add in a reference about permanent Exclusions</li> </ul> </li> <li>• MYA protocols need to be revised also</li> <li>• LA will consult with all schools about co-ordinated mid year primary applications</li> </ul> <p>LC stated that schools are receiving children with SEN with no prior details of the needs of each child therefore, not able to prepare. Confirmed, admissions criteria/application process cannot include this unless under social and medical criterion with supporting evidence.</p>	<p>PA</p> <p>PA/AH</p>

6. Dates for Future Meetings & Forward Plan	Action
<ul style="list-style-type: none"> <li>• Forum agreed future dates and Forward Plan</li> </ul>	(see agreed dates below).

7. AOB	Action
<ul style="list-style-type: none"> <li>• MYA transfers – Sister received a form from Lewisham which she could not process as it did not contain enough information. Southwark have sent their updated forms to both Lambeth and Lewisham for their children to complete if they wish to be considered for one of our schools</li> <li>• Diocesan board to send an additional representative to Forum. Josie to provide their details to Anita</li> <li>• Parent Partnership to take up the issue of providing social/medical information at the time of a family's application. Add this information to next year's brochures</li> <li>• SEN – admissions procedure is separate from the admission scheme. New amended protocol circulated to all. Any comments to be sent to GG and will be discussed at a future meeting</li> <li>• 3 preferences to be given on the SEN application form</li> <li>• Primary co-ordination for Reception, one community school has gone over their numbers to take 4 additional children who applied late over the summer holiday period. Admissions not notified. Forum asked for guidance, LA to meet with Chair of Governors in first instance.</li> <li>• All primary and secondary schools to be reminded of the boundaries of the co-ordinated schemes</li> <li>• Random allocation – how will it work? Bacons confirmed there will be an independent validator when names are selected to oversee the process. MK suggested the LA be asked to provide an electronic option for the school to use</li> </ul>	<p>JS</p> <p>SG/AH</p> <p>GG/AH</p> <p>GG/AH</p>

**IF YOU ARE A HEADTEACHER WHO CANNOT ATTEND THE NEXT ADMISSIONS FORUM BUT WISH TO SEND A REPRESENTATIVE PLEASE NOTE THAT ONLY THE HEADTEACHER OR A PARENT GOVERNOR CAN ATTEND, ANY OTHER MEMBER OF STAFF SUCH AS A DEPUTY HEADTEACHER CAN ATTEND BUT ONLY AS AN OBSERVER PLEASE EMAIL [anita.hawksley@southwark.gov.uk](mailto:anita.hawksley@southwark.gov.uk) TO REGISTER YOUR OBSERVER'S ATTENDANCE**

**PLEASE SEND ANY APOLOGIES FOR FUTURE MEETINGS TO:**

**[anita.hawksley@southwark.gov.uk](mailto:anita.hawksley@southwark.gov.uk)**

**or telephone: 020 7525 2910**

## **IMPORTANT**

The following dates have been confirmed for the next Forum which will be held on Monday between 4.00 – 6.00 p.m. at The Learning & Business Centre, Cator Street, SE15:

### **Confirmed Dates**

#### **Autumn 2007**

19 November

#### **Spring 2008**

14 January

11 February (standby date in case required)

21 April (mini meeting for chair and LA to consider consultation docs)

#### **Summer 2008**

19 May

23 June

