

**SOUTHWARK ADMISSION FORUM MINUTES
MONDAY, FEBRUARY 19TH 2007**

1. Present	LA Representatives
	Councillor Nick Vineall
	Councillor Veronica Ward
	Community Schools
	Liz Hanham, Walworth School
	Academies
	Ivor Rushden for Peter Crook, The Academy at Peckham
	Foundation Schools
	Doug Mitchell, Surrey Square
	Voluntary Aided Schools
	Sister Anne Marie Niblock, Notre Dame
	Church of England Diocese
	Carol Jerwood
	Roman Catholic Diocese
	Josie Spanswick
	Officers
	Glenn Garcia
	Moira Leydon
	Mark Small
	Anita Hawksley

Apologies	Peter Crook, The Academy at Peckham
	Councillor Caroline Pidgeon
	Ann Marie Eastwood, Parent Representative
	Pauline Armour, Officer

Declarations of Interest - Nil

2. Minutes of Previous Meeting. Accuracy and Matters Arising (22.1.07)	Action
<ul style="list-style-type: none"> • True and correct – Agreed • Matters Arising – Common Testing for Y7 Applicants: <ul style="list-style-type: none"> ○ To be discussed at Heads Executive. Terry Parkin has confirmed tests to be introduced for 2008. ○ LA to co-ordinate venue and to pay the first year's costs. ○ Terry will update Forum once agreement is reached. ○ GG seeking guidance from DfES re common sentence to be included in Academies/schools/LA's admission documents re common testing. • Summary of changes in the new School Admissions Code affecting Southwark schools: <ul style="list-style-type: none"> ○ MS has drawn up list of changes affecting Southwark schools ○ List to be distributed to Southwark schools - Agreed • Mid Year Admissions: <ul style="list-style-type: none"> ○ Mid Year Admissions meeting review held with 2 schools attending. ○ Schools would like more information on children prior to allocation. ○ Issues with drawing funds for Hard to Place students, need a simplified system to allocate funds once new protocol has been agreed. ○ The system to manage hard to place and mid year admissions as a whole needs updating in-line with requirements of In-Year-Fair Access Protocol (Sept 2007). ○ More meetings with input from schools would be useful. 	<p>TP</p> <p>GG</p> <p>MS/GG</p> <p>PA/GG</p> <p>GG/AH</p>

3. Response to Southwark's Consultation on Co-ordinated Schemes, Admission Arrangements and Holiday Dates	Action
<ul style="list-style-type: none"> • Co-ordinated Scheme: <ul style="list-style-type: none"> ○ Sent out for consultation on Jan 2nd for comments. ○ No comments received to date on admission arrangements or co-ordinated scheme. ○ Officers recommend one change regarding waiting lists for Primary schools. Given two- 	

<p>point entry system, waiting lists should be maintained until 31st January not 31st October as currently stated – Agreed</p> <ul style="list-style-type: none"> • Holiday Dates: <ul style="list-style-type: none"> ○ 2 comments received, both requesting that the school year should end on Friday 17th July and school should carry on right through to Weds 8th April before Easter break. ○ LH – Disagree – Teachers need two weeks break at Easter. ○ SAM – If only two comments received can assume all others were happy with proposed dates. ○ Cllr NV – Parents that have children at primary and secondary would like holidays to coincide. ○ Southwark holiday and term dates to remain in line with the ALG template, no changes to be made – Agreed 	<p>GG</p>
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<p>4. VA, Foundation Schools and Academies 2008/9 Draft Admission Criteria</p>	<p>Action</p>
<ul style="list-style-type: none"> • 8 out of 11 secondary schools have returned draft arrangements and 11/21 primary schools. • SAM – Disagree with comments for Sacred Heart School. School requires baptism certificate to enable ranking to be done. Birth certificate needed to prove date of birth, and how old child was at baptism. • MS – Correct, if a school can prove that items requested do have a direct bearing on the school's ability to rank applicants, then it is justified. • GG – Will re-visit Sacred Heart's policy in view of comments. • GG has copies of all arrangements and letters to go out if any member wants to view. • DM – Why is COLA highlighted? GG/MS – Query referred to legal, content regarding SEN processes. • IR – Will send The Academy at Peckham's arrangements to GG. • Reminder has been sent to schools that have not returned their arrangements; GG will send a final reminder on behalf of the Forum as still waiting for 50% • CJ – Please copy Diocesan in on all replies to CofE schools. 	<p>GG</p> <p>GG</p> <p>GG</p>

5. Admissions Report to Executive	Action
<ul style="list-style-type: none"> • The Admissions Reports will go to the Executive meeting on 6th March not 20th March as previously advised. • Reports are included in Forum Pack. • Cllr VW – Can we include a larger section on LAC given that the Code places such an emphasis on such children? – Agreed • Cllr NV – What constitutes a LAC? ML - Children officially in care of the Council, children being cared for by other family members or foster families are not included. • Why is a child deemed Hard to Place? Not used very often, normal due to permanent exclusions and schools are unwilling to take on child. Child is sent to PRU for assessment through the Education Other Than At School (EOTAS) service. • AH/GG – Admissions Officers interview children, if there is a concern that they may be HTP, they are referred to the Education Other Than At School service. 	GG

6. Information on Secondary Transfer Arrangements for Children with SEN and LAC	Action
<ul style="list-style-type: none"> • Southwark received 10 secondary school LAC applications this year, all received their first preference. 1 has been given a statement and will now be dealt with by SEN Department • Cllr NV – Does the Council have a duty to be involved with children that are looked after, but not looked after by the Council? • ML – No, private fostering, family care not covered. • SEN: <ul style="list-style-type: none"> ○ 138 SEN applications, each had up to 3 preferences. ○ Schools commented whether they felt they could reasonably accommodate students. ○ SEN team looked at comments from schools along side students' preferences and made allocations in the best interest of children. ○ There were no targets set, but schools had between 0.4 and 5.8% SEN students allocated. ○ Number of SEN students allocated taken off 	

<ul style="list-style-type: none"> ○ PAN so schools don't become over allocated. ○ LH – Figures are incorrect, percentages wrong. ○ To be corrected before sending to schools/Executive – Agreed ● SAM – How is secondary transfer process going, when will schools receive their lists? ● AH – Have reached steady state, hoping to get lists to schools on Monday or Tuesday of next week. ● SAM – Has received a letter from Lambeth stating that a child will not be attending Notre Dame. Letter to be sent to AH to investigate. 	<p>AH</p> <p>SAM/AH</p>
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7. Individual School Matters	Action
<ul style="list-style-type: none"> ● None 	

9. Any Other Business	Action
<ul style="list-style-type: none"> ● SAM – Primary and secondary school occupancy statistics: Why do we have PAN vs Actual Statistics included in the Forum pack? ● GG – Requested by the Forum in October 2006. ● Why is Bessemer Grange only reporting 48% full? ● DM – Is not stated on statistics, but could be due to lack of children in the estate currently as Bessemer primarily serves the estate. ● SAM – Is there a message in this for us, does it need to be referred to planning team? ● GG – Will raise with Planning Team for comment/action. ● LH – Why are some secondary schools 30 students over PAN whilst others schools are struggling to meet numbers? ● AH – Last year some schools requested an over allocation number to ensure they would be full and to allow for a drop off. The drop off did not happen as expected. ● GG/AH – This is not happening this year, if any schools have drop off, the LA will allocate places from waiting lists. ● SAM – Please contact Lambeth and request they do not allocate directly, it should be done through the co-ordinated scheme – Agreed ● CJ – Is this number of Forum meetings needed? ● SAM – Needed this many meetings when co- 	<p>GG/AH</p>

<p>ordination began, not needed anymore.</p> <ul style="list-style-type: none"> • What is on next agenda? • GG – Consultation arrangements is the main item. Forum could request Chair's Action to sign off admission arrangements– Agreed • DM – Officers to decide whether a March meeting is required, if not, email members to advise – Agreed • DM – Officers to look at forward plan and arrange future meetings further apart. To be discussed at next meeting. 	<p>GG</p> <p>GG</p>
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Meeting closed: 17.10

Date of next meeting:

**Monday 23rd April 2007
4pm at Cator Street**