

**SOUTHWARK ADMISSION FORUM MINUTES
MONDAY, JANUARY 22ND 2007**

1. Present	LA Representatives
	Councillor Caroline Pidgeon
	Community Schools
	Liz Hanham, Walworth School
	Foundation Schools
	David Shepherd for Chris Bowler, The Charter School
	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
	Sandra Gee
	Anita Hawksley

Apologies	Peter Crook, The Academy at Peckham
	Councillor Veronica Ward
	Chris Bowler, The Charter School
	Terry Parkin, Officer
	Pauline Armour, Officer
	Rachel Woolf, Officer

Declarations of Interest - Nil

2. Minutes of Previous Meeting. Accuracy and Matters Arising (27/11/06)	Action
<ul style="list-style-type: none"> • Amendment – Cllr CP – Point 4 - Cllr NV was not present at previous meeting, amend minutes to reflect his comments were via email. • Amendment – Alter final comments re AD to say “The Forum would like to thank Alison Delyth for her service... 	<p>GG</p> <p>GG</p>

3. School Admissions Code of Practice - Update	Action
<ul style="list-style-type: none"> • Foreword by Secretary of State and Introduction circulated by GG. • Sets the tone of the new Code of Practice, is much clearer than previous Codes. It states ‘musts/must nots’ clearly. Also states ‘shoulds’ are “guidelines which the relevant bodies should follow unless they can demonstrate, if challenged that they were justified in not doing so.” • Comes into effect on 28th February 2007 • All schools admission arrangements for 2008/09 must be inline with the new Code • Guidelines of the Code include: <ul style="list-style-type: none"> (i) Schools in an area ‘should’ use common tests. Terry Parkin to present on this matter at a future meeting (ii) Southwark’s hard to place protocol needs to be revisited and renamed ‘In year fair admission protocol’ by September 2007. (iii) LA to arrange better co-ordination of Mid Year Admissions • CTCs not governed by the Code. • MS – Lots of changes: <ul style="list-style-type: none"> ○ Interviewing prohibited. ○ Guidance on what information a supplementary form is allowed to gather. ○ SEN – Clarified, schools are required to admit if their school is listed in the statement. Oversubscription criteria does not apply. ○ CLA – Admission authorities required to give highest priority to looked after children. ○ Powers of the Admission Forum strengthened. ○ Admission Forums can raise objections with the Adjudicator of they think an admission authority’s admission criteria is unfair ○ Academies are required by their funding agreement to comply with the Code. 	<p>TP</p>

<p>leaving the country are not being tracked. To be picked up at pupil tracking review meeting.</p> <ul style="list-style-type: none"> • SAM – Flaw in the mid year allocation process – How can the LA allocate a school with a vacancy before or at the same time as sending out MYA forms to schools? Is very confusing. Can LA not send paperwork, wait for a response, then allocate? • AH – We have vacancies. We inform parents that there is a school place available for an immediate start but still will put applications in to preference schools. • LH – Can we see information on which schools have vacancies • AH – Yes, it is public information that can be forwarded when requested. • ML – Allocating schools quickly is not an issue, getting start dates from schools is the problem. • GG – The new Code requires arrangements to minimise Mid Year Admissions delays and provide pupils with a start date in the process, this will be picked up at a MYA review meeting on 1st Feb to discuss/review the current process. Schools have been invited to attend and contribute. • MS – How often are we directing? • GG – Have not had to yet, our approach is to speak to schools and reach an agreement. 	<p>Admissions Officers</p>
<p>6. Admission Forum Website</p>	<p>Action</p>
<ul style="list-style-type: none"> • GG distributed proposal on Forum website; where it will be located and what will be on it. • CJ – Admission criteria not needed, already in booklet. Include link to booklet on page – Agreed. • CJ – Term dates not necessary, not where people will look for them. • LH – Term dates differ for schools. • SAM – Who will answer the messages to and from? Perhaps put email address ‘admissionforum@southwark.gov.uk’? – Agreed. • GG – Membership, new Code says all relevant area schools are members of the Forum, this may generate increased communication with the Forum. • MS – Can set up subgroups. • LH – Would end up with Academies having strong representation. 	

7. Individual School Matters	Action
<ul style="list-style-type: none"> • GG – An increasing number of schools appear to be requesting information/references from children’s old schools <u>prior</u> to offering a place. This is not allowed, the new Code is very clear on this. Schools can gather information after admission, but not as a means of referencing before admission. • Paperwork for mid year admissions needs amending also. Should include a clause on fraudulent applications. Anita to pick this up in the changes to be made to mid year admissions. 	AH

9. Any Other Business	Action
<ul style="list-style-type: none"> • None 	

Meeting closed: 17.05

**Date of next meeting: Monday 19th February 2007
4pm at Cator Street**