



Hampshire Admission Forum

Date **19 May 2011**
Time **1.30pm - 4.00pm**
Location **Meeting Room, Intech Science Centre**

Present

Core:

Cllr Charlotte Bailey	HCC (Liberal Democrat)
Keith Clark	Foundation Heads Rep (Purbrook Park School)
Martin Goff	HCC Admissions
Joyce Johnson	Portsmouth Diocese
Angela Morrow	Community Primary Heads Rep (Fryern schools – federated)
Lynette Reed	HCC, TEIC
Amanda Rowley	Community/Secondary Heads Rep (The Wavell School)
Urszula Topp	Portsmouth RC Diocese
Diana Traill	HCC Admissions

1. Apologies

Cllr Frederick Allgood	HCC (Conservative)
Kate Banford-Taylor	Dorset CC
Sue Barratt	Portsmouth CC
Cay Byford	Contact a Family
Debbie Clare	Wiltshire CC
Phil Farmer	Dorset CC
Anwen Foy	EMTAS - Ethnic Minority & Traveller Achievement Service
Michael Hall	Guildford Diocese
Lynne Hignett	VC Primary Heads Rep (St Michael's VC Junior School)
Helen Moules	West Sussex CC
Chris Pritchard	Portsmouth/Winchester Diocese
Matthew Quinn	VA Head's Rep (Oaklands Catholic Secondary School)
Tracey Saunders	HCC, Early Years
Sylvia Vine	Hampshire Governor Association
Ross Williams	Southampton CC
Jo Williamson	HCC Choice Adviser

Action

2. Minutes of previous meeting

Pg 7 – 2nd para – AOB: 'Amanda said she would talk to SKIS' This should say 'Amanda said she would talk to SCISS (Service Children in State Schools)'.

RC to correct

The minutes of the meeting on 10 March 2011 were agreed as otherwise accurate.

3. Matters arising

Item 5: Conclusion to consultation for 2012-13

(i) Public response

Diana advised members that she had made contact with the Hamble parent. She explained that Forum had considered her request for a school specific criterion for Hamble Primary School and that it had been refused. She has agreed to stay in contact with the parent over the coming period.

(ii) a: Address verification

Action to be carried forward – Diana to talk to Chris Pritchard about Child Benefit no longer being an appropriate means of identifying the home address (as used in many aided school policies) following changes to eligibility and many families losing this benefit.

Executive Member decision day

Martin confirmed that the 2012 admission arrangements had been presented to the Executive lead member on 6 April and that the notices had been published as required.

Item 6: Consultation on proposed change to School Admissions Code

Diana reported that the consultation had still not been published and it remained a mystery as to when the government were going to release it. Martin commented that if the release date lapsed passed July, (other than any decisions about in-year admissions) its possible implementation date was likely to be September 2013 rather than September 2012. Members asked that any whispers about the release date be forwarded.

*MG to keep
AF informed*

Item 7: Publications for 2012-13

Diana advised that the 0845 number is now accompanied by the local rate number on the admissions website and on all admissions letters to parents.

Item 8 (ii) In-year admissions

Martin advised members that he had spoken to Felicity about the SEN/admissions relationship and concluded that it will be an ongoing discussion.

Item 9: AOB

Diana fed back that she had spoken to the Choice Adviser about supporting Service families who are facing the appeal process with one parent away on Service. However, the opportunity to talk to CEAS was removed as it coincided with Olivia's letter advising she would be standing down from Forum. Amanda reported that she had met with the Community and Welfare Officers at the Aldershot Garrison and explained this predicament for some Service families and asking whether they could provide support for these families at appeal.

4. LA Report (draft)

Diana explained that the LA report replaced what was the Forum report and although it comes from the LA officers it would be helpful to receive comments from members. Charlotte advised that to be able to provide full scrutiny she

*Circulate
Appendix A*

would have wanted to see Appendix A which is referred to throughout the report. Diana identified the sections in the report for member views and comments which were noted for amendments.

In the section concerning the effectiveness of co-ordination, members supported Diana's comments regarding a call for a national decision date and waiting list date for the primary round as without one this year, there have been problems which have effected families on the borders of the county.

Amanda picked up on a comment that an Academy was not complying with the County's co-ordinated scheme highlighting that this should be of concern to the Forum for the future. Martin detailed the particular case and how it was being addressed.

In the section concerning Choice Advice, Diana identified how the service delivery had changed as a result of central funding being withdrawn. Members discussed the impact of these changes and contemplated how the service might be available to parents in the future. Amanda suggested that the Choice Adviser make contact with Local Children Partnerships (LCPs) which are attracting more funding and have an infrastructure in place which maybe able to support Hampshire's choice advice service delivery; and reminded members of the continued presence of CEAS and SCISS for Service families.

CA to make contact with LCPs

Diana thanked members for their comments and advised that will circulate the final draft of the report, along with the appendices, when it is ready, late in June.

DT to circulate final draft of report

5. Future of Hampshire Admission Forum

(i) Update: Resignation of Olivia Denson (CEAS)

Olivia's letter of resignation was tabled. Diana advised that she had followed up Olivia's recommendation for a future Service families rep for forum and had been in contact with the local Firm Base representative who had suggested Gemma Framp as suitable to sit on Hampshire Admission Forum if it were agreed by members. This was unanimously agreed and Gemma is to be invited to attend the next meeting in July and introduce herself.

Gemma to be invited to July mtg.

Post meeting action: Diana asked Keith if he would write to Olivia on behalf of Forum acknowledging her resignation and thanking her for everything.

Letter of reply to go to Olivia

(ii) Consideration of 'Comprehensive Future' paper:

Members discussed the overall aspirations of the paper and commented that it gave strength to the opinion that Hampshire Admission Forum should continue. Amanda reported that the North & East headteachers were passionate that HCC keeps the Admission Forum even if not statutory. Urszula advised that Hampshire's model of Admission Forum was successful because of a mutual trust among members which provided an opportunity for open discussion, which will be invaluable in a time of change and uncertainty under the coalition government.

(iii) Constitution & Terms of Reference

Diana referred members to the Constitution and terms of reference that were originally drawn up in December 2008, as a starting point for determining what they might be for the future.

As the forum is to be non-statutory, all references to legislation and legal terminology will be removed from the document. After discussion, members decided there needed to be an additional point within the terms of reference, between g) and h) '*to promote the arrangements for disadvantaged children and families and other good practice*'.

When discussing the constitution, members were concerned that a balanced representation is achieved from the different phases and types of school in the County, to include aided, foundation, community, academy, federated and denominational schools. Martin suggested that secondary and primary head executives are asked to propose between 1 and 4 representatives each. Members agreed this as a sensible means of identifying the core membership. Keith suggested that reps from surrounding local authorities continue to be invited to attend meeting. Amanda suggested that this invitation goes to all of the surrounding local authorities as cross border issues were a major consideration in determining Hampshire's admission arrangements.

Diana noted members suggested amendments to the document and agreed to have a draft ready for the July meeting. Martin advised he would take it to Schools Forum.

RC & DT to
amend doc

6. Protocol for looked-after children

Martin advised that the protocol had been agreed by departmental management and had been communicated to schools via School Communications. Lynette explained to members why the protocol had been devised and how it would work in practice. She explained the overarching aim was to secure a school place in the most appropriate 'good' or 'outstanding' school and that full information about the child would be provided to that school prior to their admission to provide the best chance for the child. Amanda emphasised the need for schools to be advised about the child's educational needs which are often unknown if they have been out of education for a period of time and suggested that EIS might carry out an assessment ahead of referral to the school. Lynette noted these comments.

7. Consultation on proposed change to School Admissions Code

N/A – already discussed in matters arising. No consultation has been released as yet.

8. Updates

(i) Main admission round 2011

Diana advised that the team were still processing late main round applications and dealing with issues that had arisen on the offer date (28 April). She explained the blip that was experienced on the offer date as a result of rogue programming in the online system; how this had been dealt with by the admissions team and the impact on the contact centre. Martin acknowledged that more testing of the software should have taken place ahead of its use and it was a lesson learned.

Diana reported that 89.67% of applicants in the primary rounds had been offered their first preference compared to 91% last year.

Diana identified 4 issues which to a varying degree had made the primary round difficult this year:

- 1) the change to the closing date – 15 January – national date.
- 2) the shift to online – 90% of applicants applied online
- 3) co-ordination between LAs – the first year of this
- 4) 800 more applications for Year R places than in previous years

Martin advised there were 11 areas in the County where there were a shortage of school places and 34 schools had been asked to offer places above their published admission number to accommodate the children. These areas included Eastleigh, Winchester, Aldershot, Tadley and Basingstoke. Members discussed the problems caused by displacing children from their local schools and suggested that an incite into the strategic planning of school places would be most helpful. Martin proposed that SPU officers might be invited to the first meeting of year to identify the pressure points in the county and highlight how they might be addressed.

SPU officers to be invited to Oct forum

(ii) Main admission round 2012

Agreed to put as item at next meeting

RC to add to agenda

(iii) In-year admissions

No update at present

9. AOB

Amanda reported that the Secondary heads exec had raised concerns about the proposed Free school in Whiteley. The heads have asked that the County Council make a statement about their position in regards Whiteley Free school as they are involved by association to Havant Academy with the area director sitting on the board of trustees.

MG to take to Director

Martin reported that Hampshire may well be making an object to a voluntary controlled school who want to publish 30 for 2012 admissions instead of 45 and there is also an issue with a denominational secondary school where agreement about the PAN cannot be reached.

Dates of next meetings:

Day	Date	Time
Thursday	7 July 2011	1.30pm – 4pm
All meetings to be held at: INTECH Science Centre, Telegraph Way, Morn Hill, Winchester, SO21 1HZ Tel: 01962 863791		

Tea/coffee and biscuits available from 1.00 pm