

**Holy Trinity CE Primary School, Sunningdale Minutes from the Admissions
Committee Meeting held on 10th July 2017**

Present: Mrs S Sleigh (Chair), Mr R Pelly, Mrs P'O Brien, Mrs J Griffith, Mrs S Lawson (clerk)

In Attendance: n/a

Apologies: Mrs S Hynard

1. Welcome and Apologies

Mrs Sleigh welcomed all in attendance. Apologies were received from Mrs Hynard.

2. Declaration of Interests

No interests were declared.

3. Matters Arising from Previous Minutes

There were no matters arising from previous minutes.

4. Update for September Intake

The committee reviewed the figures for the categories of children admitted to the new Reception Class for the 2017/18 academic year. The class is due to be full with 30 children. The breakdown is as follows:

Cat 1 – Looked After Children – 1

Cat 2 – Resident with Sibling – 12

Cat 3 – Resident – 14

Cat 4 – Non-Resident Sibling – 1

Cat 5 – Other Children – 2

The committee felt that the figures show the school to be serving the needs of community well and without taking admissions from other schools. SL reported that the two Category 5 entrants are on or very close to the Parish boundary. RP was pleased that the school was able to accommodate the Category 4 family.

5. In-Year Applications Update (including Leavers and Waiting List)

There were no new applications to consider in the meeting.

SS/SL reported that there have been 13 leavers since September and 20 new starters. There are 2 applicants who have reapplied for 2017/18 from the 2016/17 waiting list.

SS reported that final numbers of applications, offers and refusals for 2016/17 will be updated and circulated later to Governors before the end of term. The committee noted that waiting list numbers and admissions will be affected by the Cheapside Primary School

expansion close by.

6. Update from Appeals Briefing

RP informed the Committee that there were no changes to be made to our Appeals Process as a result of the briefing and that he is happy that the school is following correct procedure.

7. Update from Admissions Briefing and review of Admissions arrangements for 2019/20

SS updated the meeting with some useful points from the briefing:

7.1 Consultation – the briefing highlighted that it is imperative the school keep a full paper trail of the consultation process every time it is used.

7.2 Consultation – if we make ‘material’ changes to our policy which require consultation there should be a strapline on the School website to say that Admissions Policy and Arrangements are under consultation and a link to the documents in question. We should indicate what these changes are and preferably the reasons.

7.3 Consultation – the last consultation date should be noted in the footer of the Admissions Policy and Arrangements documents which is particularly important for handing over to new Governors and office staff. (NB we must consult at least once every 7 years)

7.4 The co-ordination of In-year admissions is likely to return to Local Authorities as there is evidence that some children may be out of school too long.

7.5 In –year admissions – yes it is possible to admit above the Indicated Admission number in years 3-6 but be mindful that you have to be able to explain why we can cope with another child. Diocesan advice is to stick to the indicated number to avoid accusations of ‘cherry-picking’ and difficulties at appeals. The Committee noted that Holy Trinity School follows the Diocesan guidelines for admissions very closely and is confident that it’s policy and procedures and the way they are used is fair and objective.

7.6 Staggered start dates for Reception pupils are not legal. It is acceptable for parents to request part time attendance for their child but not for the school to suggest it.

7.7 Diocesan advice includes the use of oversubscription criteria for Social and Medical reasons (particularly if the LA have this criteria in their admission arrangements, which RBWM do).

Guidelines suggest criteria covering exceptional social and medical reasons should be included as number two in the list of oversubscription criteria. At the briefing, Christine Jones (Diocesan Admissions and Appeals Advisor) explained this criteria is used very rarely and in exceptional circumstances and described a couple of cases where it had proved useful for schools. The Committee discussed how using the criteria would work in practice. SS said that should our criteria change to include Social and Medical criteria, the exact wording from Diocesan advisory documents would be used in Holy Trinity documentation.

The wording requires any application under the criteria to be fully supported by documentation from a professional. JG asked what the process would be to change the criteria for 2019/20. SS confirmed this would include revising the Admissions Policy and Arrangement documents, gaining approval from the Governing Board, submitting the approved documents to the Diocese, followed by full consultation with local schools and the community.

The Admissions committee agreed that their recommendation to the full governing board would be to follow the Diocese recommendation and include this criteria. RP suggested SS prepare a draft and circulate this to the Governing Board for their views. SS confirmed she would do this while keeping as close to the wordings suggested by the Diocesan advisory documents as possible.

Action: SS to prepare revised Admissions Policy and Arrangements documentation to include social and medical criteria and circulate to the Governing Board before the end of term if possible. Also to check the Diocese model policy for any other appropriate changes of wording.

7.8 Summer Born Children – The DfE are considering a change to the definition of summer born children to those born in July and August rather than April to August as per the current definition. The wording has changed for 2019 policies.

Action: SS to update summer born wording.

8. Update on Local Expansion of School Places

In line with current expansion plans, Cheapside primary school is undertaking building works and has recruited, doubling the school capacity to absorb families moving to the area.

POB reported receiving a letter from RBWM to confirm that if the Sunningdale Park redevelopment receives planning permission, schools will be consulted to establish the impact and further action required.

RP informed the committee that should building go ahead, the consultation document provided by the developer indicated that there would be a development contribution of £3m to RBWM to help with local infrastructure. He suggested the school will need to seek from the RBWM, allocation of some of this fund to tackling the drop off and pick up issues at our school, possibly through commenting during the planning approval process.

9. Update on Development in Edith Rose area

Extra parking in the Edith Rose area does not feature in the current plans for Sunningdale Park. As the developer states it will be contributing £3m for local infrastructure their view would appear to be that provision for further parking and stopping facilities for the school should come from this pot.

The committee thought that it could be cost prohibitive for the school to contract a traffic consultant to advise on potential improvement and development of the road. It was therefore important to keep lobbying the RBWM about the matter.

10. AOB

There was no AOB to be discussed.

11. Date of Next Meeting

The date for the next meeting will be set in the Autumn term, unless new in-year applications are received for consideration.